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ABSTRACT

Designed to serve as a reference source for those who are making career decisions and for the educational and vocational guidance counselors and librarians assisting them in this process, this annotated bibliography is divided into four major sections. The first section consists of an annotated subject bibliography containing selected literature grouped under 114 occupational titles. A listing of over 225 occupations indicating resources of free literature is provided in section 2. The final two sections contain (1) a directory of publishers and distributors and (2) an author and title index. (LRA)

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CAREER AND OCCUPATIONAL LITERATURE

A Current Annotated Bibliography

and

Resources for Occupations

CE 023 514

COMPILED BY

OTTO KANOCZ

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Otto Kanocz

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

FEDERATION EMPLOYMENT AND GUIDANCE SERVICE
New York · 1979

ABOUT

FEDERATION EMPLOYMENT AND GUIDANCE SERVICE

Federation Employment and Guidance Service, founded in 1934, a member agency of the Federation of Jewish Philanthropies of New York, offers the following services through facilities in Manhattan, Brooklyn, the Bronx, Queens, Nassau and Suffolk:

Vocational Rehabilitation, Job Placement, Business Schools, Trades Schools, Psychiatric Day Training, Developmental Programs for the Mentally Retarded, Functional Assessment, Diagnostic Vocational Evaluation, Transitional and Sheltered Workshops, Training, Assessment and Placement Centers (TAP), Vocational Services for New Emigrees, Audio-Visual and Training Films, Individual Educational and Vocational Guidance, Group Vocational Guidance, Psychological Testing, Scholarships, Research and a Vocational Library.

Since 1934, the agency has served more than 1,800,000 applicants and over 45,000 employees.

The agency's Vocational Rehabilitation Program is approved by the Commission on Accreditation of Rehabilitation Facilities and its Vocational Guidance Service by the American Personnel and Guidance Association.

Richard M. Bleier
President

Alfred P. Miller
Executive Director

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New York

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PREFACE

This publication is primarily designed to serve as a current reference source for those who are making career decisions and for the educational and vocational guidance counselors and librarians assisting them in this complex process.

This bibliography has four major sections, to facilitate its use:

1. An annotated subject bibliography containing selected literature grouped under 114 occupational titles.
2. An exclusive listing of over 225 occupations indicating resources where free and relevant literature is available upon request.
3. A directory of publishers and distributors. Prices are indicated where available.
4. Author and title index.

We have grouped these carefully selected publications under appropriate, if slightly modified Library of Congress subject headings, so that the reader will have ready access to the specific career planning references.

All of these resources, as part of our specialized acquisitions, are available for reference to the public in our Richard J. Bernhard Memorial Library.

INTRODUCTION

The Richard J. Bernhard Memorial Library of Federation Employment and Guidance Service is a reference resource containing 30,000 books, pamphlets, and related material pertaining to problems of career choice, information about specific occupations, scholarship information and materials related to vocational rehabilitation.

From time to time, the Library publishes materials relating to the field of career planning and occupational adjustment. This latest publication entitled : Career and Occupational Literature : A Current Annotated Bibliography and Resources for Occupations, is designed both for the professional guidance counselor as well as those who may need some direction to ease them through the labrynth of career planning information.

A special thanks of appreciation go to our Librarian, Otto Kanocz, for screening the items for inclusion in this handbook from the hundreds of materials which cross his desk each week, to Rhoda Frieman for her patience in editing, to Naomi Hinninger for her skill in typing, and to Melvin D. Freeman for his sustained direction and encouragement towards the completion of this publication.

We would be pleased to have any of your written comments pertaining to this bibliography, so that we may be able to consider including them in subsequent releases.

RICHARD M. BLEIER
President
Federation Employment
& Guidarce Service
November, 1979

ACTING--VOCATIONAL GUIDANCE

Nahas, Rebecca.
Your acting career: how to break into and survive in the theatre. -- New York : Crown, 1976 (pbk) : $3.95

Provides invaluable information about the business of acting, gives concrete advice about preparing, promoting and marketing one's talent. Offering advice on resume, answering services, personal appearance, interviews, and how to get around the city.

AGE AND EMPLOYMENT

Winter, Dorothy.
Help yourself to a job: a guide for retirees. -- Boston : Beacon Press, 1976. 158 p.
ISBN 0-9070-2755-3 (pbk) : $3.95

Clear information on social security rules, employment agencies, how to find work on your own, and how to start a business. Resume and follow-up letters. Lists: State Offices on the Aging and Senior Citizen Employment Agencies with full addresses and telephone numbers.

ALLIED HEALTH PERSONNEL--EMPLOYMENT

Goldstein, Harold M., and Horowitz, Morris A.
Entry-level health occupations: development and future. -- Baltimore : Johns Hopkins University Press, 1977. 100 p.
ISBN 0-8018-1912-1 (pbk) : $3.25

Based on the assumption that the national health-care program will be adopted and its natural, inevitable effect will be the expansion, the growth of the health-care industry. Discusses the implication of this expansion and the future of the Allied Health Manpower.

ALLIED HEALTH PERSONNEL--VOCATIONAL GUIDANCE

Harvard University. Office of Career Services and Off-Campus Learning.
Hunting short-term jobs in health fields / Betsey Ramage -- Cambridge MA : The Office of Career Services, 1974. 13 p. Free

Provides basic information about the health job market, and the ways of getting entry into it.

Health careers: a directory of career information and training for New York State / United Hospital Fund of New York. -- New York : The Hospital Fund, 1976. 186 p. $4.00

200 health careers are presented. Description includes the nature of the job, and the employment opportunities. States the licensure, certification, or registration requirements for employment in each career area. Lists professional societies and government agencies which furnish career and financial aid information.

The second section is a comprehensive listing of training programs available in New York State.

New Jersey. Dept. of Labor and Industry. Division of Planning and Research.
Health careers in New Jersey. -- Trenton, NJ : The Dept. of Labor, 1977. 144 p. Free.

Contains job descriptions and other information on many occupations in the health industry, in addition to the usual medical careers, includes information on administration, clerical, engineering, and community health.

Occupation contains information on the nature of work, personal and educational requirements, licensing, and outlook for job opportunities.

Lists schools that provide the required training.

APPLICATIONS FOR POSITIONS (JOB HUNTING)

Berlinger, Don.
Want a job? Get some experience. Want experience? Get a job. -- New York : AMACOM, 1978. 184 p.
ISBN 0-8144-5474-7 : $12.95

Presents information about resume writing, how to use references, digging up leads, all facets of interviews, job offers, negotiating the terms, and the first month on the job.

Bolles, Richard Nelson.
What color is your parachute? : A practical manual for job-hunters & career changers. -- Berkeley, CA : Ten Speed Press, 1977. 233 p.
ISBN 0-913668-07-S : $4.95

Teaches you how to do job-hunting, hot to use the numbers game, deal with recruiters, ads, agencies, and placement centers. Tells you where to get free help, how to identify false clues, and a second career without reschooling. Explains how to be in control of your life, improve your effectiveness, and become the sole applicant for a job. Reveals the relationship between thank you letters and job-hunt success.

Bostwick, Burdette E.
Finding the job you've always wanted. -- New York : J. Wiley, 1977. 243 p.
ISBN 0-471-09059-X : $12.95

Reveals the technique employers use in evaluating employees, teaches how to prepare a resume, how to conduct or behave at interview, provides answers to those crucial questions interviewers usually ask and how to negotiate effectively for salary. Very useful for executives, managers, and administrators.

Crystal, John C., and Bolles, Richard N.
Where do I go from here with my life? -- New York : The Seabury Press, 1974. 253 p.
ISBN 0-9164-9234-4 : $7.95

A systematic practical life/work planning manual for students, instructors, counselors, career seekers and career changers. It is designed for high school students, college students, professionals, minority members, and those who must change careers without retraining.

Djeddah, Eli.
Moving up : how to get high-salaried jobs. -- Berkeley, CA : Ten Speed Press, 1978. 178 p.

Shows how to discover and penetrate the unpublished job market. Specific advice on resumes, letter writing, interviews, salary negotiations, and how to prepare your attitudes. Includes 10 sample resumes.

German, Donald R., and German, Joan W.
Successful job hunting for executives. -- Chicago : H. Regnery, 1974. 231 p.

Deals with practical techniques for executive job hunters: how to write resumes, how to write letters, how to conduct a successful interview, what to do when you are about to be fired, special hints for women executives and members of minority groups.

Harvard University. Office of Career Services and Off-Campus Learning.
Job Hunter's handbook / Prepared by Robert Jay Ginn, Jr. -- Cambridge, MA : The Office of Career Services, 1976. 143 p. : $8.00

Presents information about career exploration, resume and letter writing and the techniques of finding listed and unlisted jobs. Stresses the importance of identifying and contacting people who have the power to hire. Covers career exploration for minority groups and discrimination. Presents three cases of successful job hunts.

Irish, Richard K.
Go hire yourself an employer. -- Graden City, NY : Anchor Press / Doubleday, 1978. 165 p.
ISBN 0-385-03086-X : $2.95

Teaches you how to become competent in job hunt, shows sample resumes and tells you how to behave at interview. A question and answer format is used.

Jackson, Tom.
28 days to a better job. -- New York : Hawthorn, 1977. 228 p.
ISBN 0-8015-8013-7 : $6.95

A step-by-step system. Leads you, by telling and showing the proper action day-by-day, to a job, based on workshop experience.

Lathrop, Richard.
Who's hiring who. -- Berkeley, CA : Ten Speed Press, 1977. 264 p.
ISBN 0-913668-55-9 : $5.95

Provides sound guidance in both areas: choosing your career fields and dealing with job-finding problems with many examples of job strategies.

Thompson, Melvin R.
Why should I hire you? : How to get the job you really want. -- New York : Jove, 1977. 207 p.
ISBN 0-15-696400-7 : $3.95

Contains information for job hunters. Tells you how to write resume, how to behave at interview, and teaches you the negotiation tricks and the techniques of changing jobs.

ARCHITECTURE--VOCATIONAL GUIDANCE

Piper, Robert.
Opportunities in architecture today. -- Louisville, KY : Vocational Guidance Manuals, 1975. 115 p.
ISBN 0-89022-015-8 (pbk)

Covers the construction industry and the design profession within that industry. Presents information about education requirements, opportunities for women, and the scope of their practice. Lists professional organizations.

ART--VOCATIONAL GUIDANCE

Holden, Donald.
Art career guide. -- New York : Watson-Guptill, 1973. 303 p.
ISBN 0-8230-0251-9 : $7.95

Describes the nature and the training required in each of the major art fields: fine arts-painting, sculpture, printmaking, illustration, graphic design, fabric design, interior design, architecture and landscape architecture, industrial design, photography, art teaching, museum work, and crafts. Lists schools and professional organizations and agencies. Suggestions on writing effective resumes, and conducting successful job interviews with employers.

BEHAVIOR MODIFICATION

Sanders, Richard M.
Behavior modification in a rehabilitation facility. -- Carbondale, IL : Southern Illinois Univ. Press, 1975. 114 p.

Reports research and provides models which can be integrated easily into almost any program. Presents 20 projects, each demonstrating what steps are necessary to reach specific goals. Problem-solving solutions offered include training clients to work at industrially competitive rate, controlling inappropriate behavior, and improving personal appearance.

BUSINESS

Pell, Arthur R.
Choosing a college major : business. -- New York : D. McKay, 1978. 183 p.
ISBN 0-679-50845-7 (pbk) : $5.95

Surveys the scope and substance of majors in Business Administration. Gives realistic facts about the types of careers available in the business world, the personal requirements needed in such positions, and the college preparation that will best help you to meet those job requirements.

CALIFORNIA--OCCUPATIONS

California. Employment Development Dept. Employment Data and Research.
California occupational guide. -- Sacramento, CA : The Department, 1978. Free.
Loose leaf binding.

Presents information on 451 occupations, including: job description, working conditions, employment outlook, wages and fringe benefits, entrance and training requirements, advancement, finding the job, additional source of information, related occupational guide, and 9 digit DOT numbers. Kept up-to-date.

COLLEGE, CHOICE OF

American College Testing Program.
College planning / search book, 1976-77 -- Iowa City, IA : ACT, 1976. 236 p. $5.00

Can help high school juniors, seniors and their parents to select the appropriate college. Presents plan to select a college, reveals essential factors to consider in searching for colleges. Lists key financial resources: national and state. Gives you information about the two national tests: ACT and SAT.

B'nai B'rith Vocational Services.
College guide for Jewish youth, 1978-1979. / Edited by S. Norman Feingold, S. Z. Fishman, P. B. Aaronson. -- Washington : B'nai B'rith Career and Counseling Services and B'nai B'rith Hillel Foundations, 1978. 190 p.
ISBN 0-89665-0006 : $6.95

Part 1 describes major factors which influence college selection, gaining admission, dealing with the cost of college education, and admission requirements; specific concern and interest to Jewish students are detailed.

Part 2 contains a selected directory of colleges and universities throughout the U.S. and Canada. Provides information about Jewish enrollments at various institutions, and describes Jewish facilities, programs, and services including those for the handicapped. B'nai B'rith Hillel Foundations and Counselorships and other organizations which seek to serve the religious, cultural or social needs of Jewish students are included.

Lever, William E.
How to obtain money for college : a complete guide to the sources of financial aid for education. -- New York : Arco Publishing, 1976. 176 p.
ISBN 0-668-03932-9 (pbk) : $5.00

Lists hundreds of low-tuition colleges and colleges with cooperative education programs. Information on Federal, state and local aid, grants, loans and work opportunities. Indicates schools eligible for basic grants and colleges with ROTC programs. Information on financial aid for the handicapped, and minority students.

COLLEGE DROPOUTS

Kesselman, Judi R.
Stopping out. -- New York : M. Evans ; Distributed by Lippincott, 1976. 219 p.
ISBN 0-87131-209-3 (pbk) : $3.95

A practical handbook for students, parents, and school administrators, and those who are involved professionally or personally with higher education. Lists options available while you are out of school, and shows you how to earn credits. Gives a profile of who steps out and why.

COLLEGE GRADUATES--EMPLOYMENT--U.S.

United States Department of Labor. Bureau of Labor Statistics.
Occupational outlook for college graduates, 1978-79. -- Washington : BLS, 1978. 266 p.
Bulletin 1956. $4.50

A guide to career opportunities in a broad range of occupations for which a college degree is, or is becoming, the usual background for employment. It contains a summary of the expected changes in the economy. Each occupation statement presents information on the nature of the work, places of employment, education, skills and abilities required for entry, employment outlook, earnings, working conditions.
More than 100 different occupations are presented.

Yoemans, William N.
Jobs '76. -- New York : Berkley Publishing, 1976. 296 p.
SBN 425-03060-1 : $2.50

Contains information on jobs. Grouped into two categories: the first category describes jobs that do not require any special major, the second category includes those for which a specific major is usually needed. Gives general description, size of the field, starting salaries, chance of advancement, types of employers, how to contact employers, locations, qualification needed, and outlook.
Includes information on resume, interview, employment agencies, and outlook by major.

COLLEGE GRADUATES--EMPLOYMENT--U.S.--BIBLIOGRAPHY

Harvard University, Office of Career Services and Off-Campus Learning. Library.
A bibliography of directories, handbooks and guides in the Library of the Office of Career Services and Off-Campus Learning : a systematic enumerative shelf-list of Harvard's Career Service Library / prepared by Charles Kovacs. -- Cambridge, MA : The Office of Career Services, 1977. 286 p. $25.50

Contains the specialized collection of career related materials of Harvard's Career Service Library. About 4480 individual pieces of material are listed.

COLLEGE LEVEL EXAMINATIONS

College Entrance Examination Board.
College placement and credit by examination, 1975 : advanced placement program, college-level examination program. -- Princeton, NJ : The Board, 1975. 152 p. $3.50

Lists institutions, indicates the lowest APP grades and CLEP scores that they accept for some sort of placement, exemption, and/or credit. Brief description of the institution's general APP and CLEP policies. Provides the name of officials to whom request for more detailed information may be sent.

COLLEGE STUDENT ORIENTATION

Lenz, Elinor, and Shaevitz, Marjorie H.
So you want to go back to school : facing the realities of re-entry. -- New York : McGraw-Hill, 1977. 252 p.
ISBN 0-07-037178-4 : $4.95

Adults who are entering or re-entering colleges will find this publication very useful. They will find information about education resources: traditional and non-traditional resources, how to get credit for non-classroom activities, what are extended universities or external degree programs, correspondence study, and how to choose a college. Presents brief information about General Education Degree Test (GED), Scholastic Aptitude Test (SAT), College Level Examination Program (CLEP), College Proficiency Examination Program (CPEP), and Regent External Degree Examination (REDE). Tells you how to study and make the grades and take examinations.

COLLEGE STUDENTS, JEWISH

B'nai B'rith Vocational Services.
College guide for Jewish youth, 1978-1979. / Edited by S. Norman Feingold, S. Z. Fishman, P. B. Aaronson. -- Washington : B'nai B'rith Career and Counseling Services and B'nai B'rith Hillel Foundations, 1978. 190 p.
ISBN 0-89665-0006 : $6.95

Part 1 describes major factors which influence college selection, gaining admission, dealing with the cost of college education, and admission requirements; specific concern and interest to Jewish students are detailed.

Part 2 contains a selected directory of colleges and universities throughout the U.S. and Canada. Provides information about Jewish enrollments at various institutions, and describes Jewish facilities, programs, and services including those for the handicapped. B'nai B'rith Hillel Foundations and Counselorships and other organizations which seek to serve the religious, cultural or social needs of Jewish students are included.

CONSERVATION OF NATURAL RESOURCES--VOCATIONAL GUIDANCE

Boesch, Mark.
Careers in the outdoors. -- New York : E. P. Dutton, 1975. 240 p.
ISBN 0-87690-154-2 : $4.95

Tells where the outdoor jobs are and how to get them. Separate chapter deals with the main occupations: forestry, range management, wild life management, water and soil conservation, and fire management. Education requirement is indicated.
Lists schools and government agencies.

CONTINUING EDUCATION

Gross, Ronald.
The lifelong learner. -- New York : Simon and Schuster, 1977. 190 p.
ISBN 0-671-22524-3 : $8.95

Explores the resources available for lifelong learning. Lists Free Universities. Explains how to obtain credit for free learning. Presents the lifelong learner's basic bookshelf.

Lenz, Elinor, and Shaevitz, Marjorie H.
So you want to go back to school : facing the realities of re-entry. -- New York : McGraw-Hill, 1977. 252 p.
ISBN 0-07-037178-4 : $4.95

Adults who are entering or re-entering colleges will find this publication very useful. They will find information about education resources: traditional and non-traditional resources, how to get credit for non-classroom activities, what are extended universities or external degree programs. correspondence study, and how to choose a college. Presents brief information about General Education Degree Test (GED), Scholastic Aptitude Test (SAT), College Level Examination Program (CLEP), College Proficiency Examination Program (CPEP), and Regent External Degree Examination (REDE). Tells you how to study and make the grades and how to prepare for and take examinations.

COUNSELING--VOCATIONAL GUIDANCE

Stone, Shelley C., and Shertzer, B.
Careers in counseling and guidance. -- Boston : Houghton Mifflin, 1972. 168 p.
ISBN 0-395-13494-3 : $5.75

Presents the career opportunities which are available in the fields of counseling and guidance. Designed for student use in beginning counselor education programs. Describes counseling and its current trends, and educational requirements.

COUNSELING--U.S.--DIRECTORIES

Directory of counseling services. -- Washington : International Association of Counseling Services, 1978. $4.00

Lists accredited agencies: private counseling agencies, community college counseling centers, and university and college counseling centers with addresses and telephone numbers. Indicates: hours, sponsors, type of counseling, other services, clientele, fees, method of applying, director, and staff number. Arranged state-by-state and under state: city-by-city.

DECISION-MAKING

Arnold, John D.
Make up your mind. -- New York : AMACOM, 1978. 210 p.
ISBN 8-8144-5479-8 : $12.50

Presents a system for decision-making. Tells you how to organize what you know, how to structure your thinking, and how to apply basic building blocks of creative decision making in your daily life.

Scholz, Nelle Tumlin, Prince, J.S., Gordon, P.M.
How to decide : a guide for women. -- New York : College Entrance Examination Board, 1976. 121 p. : $5.95

Designed to meet the changing needs of women by increasing their decision-making ability. Appropriate for women of all ages. It is a step-by-step approach. Helps you to discover your interests, abilities, and special talent. It teaches you how to set goals, how to use assertive behavior, and how to develop a plan of action.

EDUCATION

Bolles, Richard Nelson.
The three boxes of life. -- Berkeley, CA : Ten Speed Press, 1978. 466 p.
ISBN 0-913668-58-3 (pbk) : $7.95

Contains essential ideas about school, work, and retirement as the "three boxes of life". Gives sound advice how to take charge of your own life. Lists ten reasons for getting an education. Stresses principles for organizing all that you know about the world of work. Reveals the seven myths of the job market. Deals with special problems in finding jobs, measuring your own effectiveness in the world of work and with everything which is essential and necessary for life/work planning.

National Child Labor Committee, New York.
Rite of passage : the crisis of youth's transition from school to work. -- New York : National Child Labor Committee, 1976. 46 p. Free.

States that the failure to prepare young people properly for adulthood is the direct cause of the rising suicide rate among them, the high number of run-aways from home (1 million), the increase in juvenile crime (1,600% over the last 20 years), and the high rate of unemployment among those 16-24 year olds. Lists 16 recommendations to overcome the complexity of these problems.

EDUCATION--BIBLIOGRAPHY

Eis, Jennifer, and Ward, Don.
Taking off : an organizational handbook and comprehensive world-wide resource guide for non-traditional higher education. -- East Lansing, MI : Center for Alternatives in/to Higher Education, 1975. 393 p.

This book is intended for those who are concerned with non-traditional education. It is divided into two major sections.

Part 1 is an operational guide for the development, organization, implementation and evaluation of an alternative resource center for the facilitation of non-traditional learning.

Part 2 is a major collection of resources in annotated form. It is organized by specific interest categories.

Resources in Education.
Washington : U.S. Dept. of Health, Education, and Welfare. National Institute of Education. Monthly. $42.70/Y

Announcing recent report literature to the field of education. Documents cited in RIE are available from ERIC Document Reproduction Service (EDRS), in either microfiche or hard copy.

ERIC has 16 clearinghouses: Adult; Career and Vocational Education; Counseling and Personnel Services; Early Childhood Education; Education Management; Handicapped and Gifted Children; Higher Education; Information Resources; Junior Colleges; Languages and Linguistics; Reading and Communication Skills; Rural Education and Small Schools; Science, Mathematics, and Environmental Education; Social Studies/Social Science Education; Teacher Education; Tests, Measurement, and Evaluation; Urban Education.

Documents processed by these clearinghouses are announced in RIE, Eric's monthly index and abstract catalog.

EDUCATION, HIGHER--1965-

Eis, Jennifer, and Ward, Don.
Taking off : an organizational handbook and comprehensive worldwide resource guide for non-traditional higher education. -- East Lansing, MI : Center for Alternatives in/to Higher Education, 1975. 393 p.

This book is intended for those who are concerned with non-traditional education. It is divided into two major sections.

Part 1 is an operational guide for the development, organization, implementation and evaluation of an alternative resource center for the facilitation of non-traditional learning.

Part 2 is a major collection of resources in annotated form. It is organized by specific interest categories.

EDUCATION, HIGHER--U.S.--DIRECTORIES

Blaze, Wayne ... [et al.]
Guide to alternative colleges and universities. -- Boston : Beacon Press, 1974. 141 p.
ISBN 0-8070-3163-1 (pbk) : $4.25

A comprehensive listing of over 250 innovative programs. Five major divisions: Campus-Based B.A. Programs; Two-year A.A. Programs; External Degree Programs; Special Programs; Free U's.

EDUCATIONAL INNOVATIONS

Eis, Jennifer, and Ward Don.
Taking off : an organizational handbook and comprehensive worldwide resource guide for non-traditional higher education. -- East Lansing, MI : Center for Alternatives in/to Higher Education, 1975. 393 p.

This book is intended for those who are concerned with non-traditional education. It is divided into two major sections.

Part 1 is an operational guide for the development, organization, implementation and evaluation of an alternative resource center for the facilitation of non-traditional learning.

Part 2 is a major collection of resources in annotated form. It is organized by specific interest categories.

EDUCATIONAL RESEARCH--BIBLIOGRAPHY

Resources in Education.
Washington : U.S. Dept. of Health, Education, and Welfare. National Institute of Education. Monthly. $42.70/Y

Announcing recent report literature to the field of education. Documents cited in RIE are available from ERIC Document Reproduction Service (EDRS), in either microfiche or hard copy.

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Documents processed by these clearinghouses are announced in RIE, Eric's monthly index and abstract catalog.

ELECTRONIC DATA PROCESSING--VOCATIONAL GUIDANCE

Hoppock, Robert.
Occupational information : where to get it and how to use it in career education, career counseling, and career development. -- 4th ed. -- New York : McGraw-Hill, 1976. 383 p.
ISBN 0-07-030330-4 : $12.95

Identifies the kinds of occupational information that counselors and clients need and suggests where to get it and how to apprise, clarify, and file it. Discusses basic theories of career choice and development and the use of occupational information in counseling. Describes a variety of ways in which occupational information may be presented to groups of all kinds. Summarized the results of research on the use of occupational information in career guidance. Contains 180 new bibliographical references.

EMPLOYMENT FORECASTING--U.S.

U.S. Department of Labor. Bureau of Labor Statistics.
Occupational projections and training data. -- Washington : For sale by the Superintendent of Documents, U.S. Gov. Print. Off., 1979. Bulletin 2020. 120 p. $3.25

Supplies information needed to plan education and training programs and for vocational guidance, includes projection of occupational requirements and information on occupational training. It is a concise comprehensive statistical guide to the job market for over 240 occupations.

EMPLOYMENT INTERVIEWING

Berliner, Don.
Want a job? Get some experience. Want experience? Get a job. -- New York : AMACOM, 1978. 184 p.
ISBN 0-8144-5474-7 : $12.95

Presents information about resume writing, how to use references, digging up leads, all facets of interviews, job offers, negotiating the terms, and the first month on the job.

Cohen, William A.
The executive's guide to finding a superior job. -- New York : AMACOM, 1978. 166 p.
ISBN 0-9144-5475-5 : $9.95

Presents job-getting techniques and approaches that are little known. Practical advice on overcoming problems, Information needed to get a superior job within a reasonable period of time. Teaches how to negotiate a significant salary increase, how to make the personnel manager an ally instead of an adversary, how to advertise yourself, how to develop a resume, and how to interview effectively.

Harvard University. Office of Career Services and Off-Campus Learning.
Job hunter's handbook / Prepared by Robert Jay Ginn, Jr. -- Cambridge, MA : The Office of Career Services, 1976. 143 p. : $8.00

Presents information about career exploration, resume and letter writing and the techniques of finding listed and unlisted jobs. Stresses the importance of identifying and contacting people who have the power to hire. Covers career exploration for minority groups and discrimination. Presents cases of successful job hunts.

Irish, Richard K.
Go hire yourself an employer. -- Garden City, NY : Anchor Press / Doubleday, 1978. 165 p.
ISBN 0-385-03086-X : $2.95

Teaches you how to become competent in job hunt, shows sample resumes, tells you how to behave at interview. A question and answer format is used.

Lathrop, Richard.
Who's hiring who. -- Berkeley, CA : Ten Speed Press, 1977. 264 p.
ISBN 0-913668-55-9 : $5.95

Provides sound guidance in both areas: choosing your career fields and dealing with job-finding problems with many examples of job strategies.

Stanat, Kirby, and Reardon, Patrick.
Job hunting secrets & tactics. -- Milwaukee, WI : Follett/Westwind, 1977. 220 p.
ISBN 0-8172-0508-X : $4.95

Reveals the inner working of hiring process, and what personnel recruiter looks for in you. Shows how to make the interviewer want you, how to write and use a resume, how to use employment agencies and how to beat the competition.

Thompson, Melvin R.
Why should I hire you? : How to get the job you really want. -- New York : Jove, 1977. 207 p.
ISBN 0-15-696400-7 : $3.95

Contains information for job hunters. Tells you how to write resume, how to behave at interview. Teaches you the negotiation tricks and the techniques of changing jobs.

EXECUTIVES

German, Donald R., and German, Joan W.
Successful job hunting for executives. -- Chicago : H. Regnery, 1974. 231 p.
ISBN 0-8092-9001-4 (pbk) : $4.95

Deals with practical techniques for executive job hunters: how to write resumes, how to write letters, how to conduct a successful interview, what to do when you are about to be fired, special hints for women executives and members of minority groups.

EXECUTIVES--RECRUITING

Cohen, William A.
The executive's guide to finding a superior job. -- New York : AMACOM, 1978. 166 p.
ISBN 0-8144-5475-5 : $9.95

Presents job-getting techniques and approaches that are little known. Practical advice on overcoming problems. Information needed to get a superior job within a reasonable period of time. Teaches how to negotiate a significant salary increase, how to make the personnel manager an ally instead of an adversary, how to advertise yourself, how to develop a resume, and how to interview effectively.

Miner, John B.
The human constraint : the coming shortage of managerial talent. -- Washington, DC : The Bureau of National Affairs, Inc., 1974. 270 p.
ISBN 0-87179-215-X : $12.50

Deals with the components of motivation to manage and their relationship to personal and organizational success. Forecasts the shortage of management talent in the near future. Suggests means to discover managerial talent among minority groups, and among women, expanded use of computer, and abandoning hierarchic control in the organization. Great emphasis is on humanistic approaches and the traditional processes of social change as the ultimate solution.

EXECUTIVES, TRAINING OF

Miner, John B.
The human constraint : the coming shortage of managerial talent. -- Washington, DC : The Bureau of National Affairs, Inc., 1974. 270 p.
ISBN 0-87179-215-X : $12.50

see

EXECUTIVES--RECRUITING

FEMINISM

Scholz, Nelle Tumlin, Prince, JS., Gordon, P.M.
How to decide : a guide for women. -- New York : College Entrance Examination Board, 1976. 121 p. : $5.95

Designed to meet the changing needs of women by increasing their decision-making ability. Appropriate for women of all ages. It is a step-by-step approach. Helps you to discover your interests, abilities, and special talents. It teaches you how to set goals, how to use assertive behavior, and how to develop a plan of action.

GROUP GUIDANCE IN EDUCATION

Hoppock, Robert.
Occupational information : where to get it and how to use it in career education, career counseling, and career development. -- 4th ed. --New York : McGraw-Hill, 1976. 383 p.
ISBN 0-07-030330-4 : $12.95

Identifies the kinds of occupational information that counselors and clients need and suggests where to get it and how to apprise, clarify, and file it. Discusses basic theories of career choice and development and the use of occupational information in counseling. Describes a variety of ways in which occupational information may be presented to groups of all kinds. Summarizes the results of research on the use of occupational information in career guidance. Contains 180 new bibliographical references.

HANDICRAFT--VOCATIONAL GUIDANCE

Sommer, Elyse.
Career opportunities in crafts. -- New York : Crown, 1977. 280 p.
ISBN 0-517-52874-6 (pbk) : $5.95

Explores and explains: how to sell your crafts, manage a shop or gallery, promote fairs and shows, design kits and tools. Includes: retailing and wholesaling, making films, working with communities, writing, editing and publishing. Provides samples of various legal forms: rental, commission, design, copyright, and wholesale.

HARD-CORE UNEMPLOYED--U.S.

Committee for Economic Development.
Jobs for the hard-to-employ : new directions for public-private partnership. -- New York : The Committee, 1978. 98 p.
ISBN 0-87186-066-X (pbk) : $3.50

Recommends measures to cope directly with the structural unemployment problems of the young, the old, and the disadvantaged.

INDUSTRIAL SOCIOLOGY

DuBrin, Andrew J.
Survival in the office : How to move ahead or hang on. -- New York : Mason/Charter, 1977. 315 p.
ISBN 0-99405-448-9 : $8.95

Discusses how to handle organization politics, job problems, sexism, how to cope with change, how to improve your job skills, your job creativity, how to find a new job or a second career, and how to avoid going out of style. Presents guidelines for the office affair.

INTERNATIONAL BROTHERHOOD OF TEAMSTERS--FUNDS AND SCHOLARSHIPS

Teamster scholarships: guidebook, 1979-80. -- Washington : International Brotherhood of Teamsters. 23 p. Free.

Contains a comprehensive listing of undergraduate scholarships available for the children of members of Teamsters Unions.

Thirty-seven Teamster Local Unions sponsor their own scholarships. Eligibility requirements for all scholarships listed are described.

ISRAEL--OCCUPATIONS

Israel. Ministry of Immigrant Absorption. Dept. of Olim. and World Zionist Organization. The Jewish Agency. Dept. of Aliyah and Absorption.
General conditions of employment in Israel. -- Jerusalem, Israel : Jewish Agency, 1978. 106 p. Free.

Gives basic employment conditions in Israel. Covers the professional, scientific, technical, managerial and non-professional occupations, training and re-training programs.
Lists selected sources of further information, and occupational pattern of Israel's labor force by percent.

JEWS IN CANADA--SOCIETIES, ETC.--DIRECTORIES
JEWS IN THE U.S.--SOCIETIES, ETC.--DIRECTORIES

American Jewish organization directory / Louis Frenkel, editor. -- 10th ed. -- New York : Frenkel Mailing Service, 1978. 181 p. : $15.00

Arranged in alphabetical state and city order. In each city the synagogues are listed first, followed by Jewish organizations and Jewish schools, all in alphabetical order. Entries are classified to show denomination and type of organization.

JOB SATISFACTION

Haldane, Bernard.
Career satisfaction and success : a guide to job freedom. -- New York : AMACOM, 1974. 194 p.
ISBN 0-8144-5343-0 : $9.95

Shows how to set realistic goals for career development, get a raise, plan for promotion and advancement, explore your strengths, how to cope and how to solve career problems.

Souerwine, Andrew H.
Career strategies : planning for personal achievement. -- New York : AMACOM, 1978. 292 p.
ISBN 0-8144-5454-2 : $14.95

Tells you how to develop and implement a strategy that matches career roles and opportunities, how to achieve power and success, how to maximize your strengths and minimize weaknesses, how to set priorities and organize key resources, how to use your organization and your boss to achieve your career goals.

JUNIOR COLLEGES--N.Y. (STATE)

New York (State). State University. Coordinating Area No. 4.
A guidance manual for physically disabled two year college applicant : research project. -- New York : State University of N.Y. State College of Optometry, 1976. 104 p. Free.

"A practical guide to assist in the vocational and geographic placement of the academically qualified, physically disabled student seeking post-secondary education."

48 institutions within the SUNY and CUNY systems are included. Vocational degree offerings are listed by individual school and each campus has been rated in its accessibility and suitability for the handicapped with respect to physical features and supportive services.

New York (State). State University. Coordinating Area No. 4.
Vocational education : a manual of program accessibility for physically disabled two year college applicant : research project / State University of New York, Coordinating Area No. 4. -- New York : State Univ. of N.Y., State College of Optometry, 1977. 215 p. Free.

Provides program guidance and counseling for the physically disabled two year college applicant. Gives a profile of the instructional demands which serve to define the academic accessibility of various occupational programs to physically restricted students.

It focuses upon 50 programs of the 209 available in the various segments of the state-city systems.

JUNIOR COLLEGES--U.S.--DIRECTORIES

Cass, James, and Birnbaum, M.
Comparative guide to two-year colleges and career programs. -- New York : Harper & Row, 1976. 549 p.
ISBN 0-06-01069201 (pbk) : $6.95

Lists 1,740 institutions. The information provided on each one includes admission requirements, nature of the programs offered, and annual costs. More than 200 programs are listed with the school at which they are offered.

LABOR SUPPLY--U.S.

U.S. Department of Labor. Bureau of Labor Statistics.
Occupational projections and training data. -- Washington : BLS., for sale by the Superintendent of Documents, U.S. Gov. Print. Off., 1979. Bulletin 2020. 119 p. : $3.25

Revises and updates BLS Bulletin 1918, Occupational Manpower and Training Needs.

Supplies information needed to plan education and training programs and for vocational guidance includes projection of occupational requirements and information on occupational training. Presents information on future requirements for more than 270 occupations and a comprehensive supply-demand analysis for college graduates.

MANPOWER POLICY--U.S.

Committee for Economic Development
Jobs for the hard-to-employ : new directions for public-private partnership. -- New York : The Committee, 1978. 98 p.

Recommends measures to cope directly with the structural unemployment problems of the young, the old, and the disadvantaged.

MEDICAL COLLEGES-U.S.--ADMISSION

Fogel, Marvin and Walker, M.
The medical school admission adviser. -- New York : Hawthorn, 1976. 196 p.
ISBN 0-8015-1628-5 : $5.95

A comprehensive guide for the student concerned about getting into medical school. It has chapters on difficulties in obtaining admission to medical school, common errors and problems faced during the admission process. Lists ideal pre-medical courses, and 115 medical schools.

MEDICINE--VOCATIONAL GUIDANCE

Health careers : a directory of career information and training for New York State / United Hospital Fund of New York. -- New York : UHF., 1976. 186 p. $4.00

200 health careers are presented. Description includes the nature of the job, and the employment opportunities. States the licensure, certification, or registration requirements for employment in each career area. Lists professional societies and government agencies which furnish career and financial aid information.

The second section is a comprehensive listing of training programs available in New York State.

New Jersey. Dept. of Labor and Industry. Division of Planning and Research.
Health careers in New Jersey. -- Trenton, NJ : The Dept. of Labor, 1977. 144 p. Free.

Contains job descriptions and other information on many occupations in the health industry, in addition to the usual medical careers, includes information on administration, clerical, engineering, and community health.
Occupation contains information on the nature of work, personal and educational requirements, licensing, and outlook for job opportunities.
Lists schools that provide the required training.

MENTALLY HANDICAPPED--REHABILITATION

Sanders, Richard M.
Behavior modification in a rehabilitation facility. -- Carbondale, IL : Southern Illinois Univ. Press, 1975. 114 p.
ISBN 0-8093-0719-7 (pbk) : $8.95

Reports research and provides models which can be integrated easily into almost any program. Presents 30 projects, each demonstrating what steps are necessary to reach specific goals. Problem-solving solutions offered include training clients to work at industrially competitive rate, controlling inappropriate behavior, and improving personal appearance.

MINORITIES--EDUCATION (HIGHER)--U.S.

Education Testing Service.
Graduate & professional school opportunities for minority students. -- 5th ed. -- Princeton, NJ : ETS, 1973. 211 p.

Provides summaries of schools and their departments in all parts of the country. Contains specific information relevant to minority students. Lists 1500 schools, and sources of funds.

MOTIVATION (PSYCHOLOGY)

Minor, John B.
The human constraint : the coming shortage of managerial talent. -- Washington, DC : Bureau of National Affairs, Inc., 1974. 270 p.
ISBN 0-87179-215-X : $12.50

Deals with the components ot motivation to manage and their relationship to personal and organizational success. Forecasts the shortage of management talent in the near future. Suggests means to discover managerial talent among minority groups, and among women, expanded use of computer, and abandoning hierarchic control in the organization. Great emphasis is on humanistic approaches and the traditional processes of social change as the ultimate solution.

NEW JERSEY--OCCUPATIONS

New Jersey. Dept. of Labor and Industry. Division of Planning and Research.
Job Guide. -- Trenton, NJ : The Dept. of Labor, 1978.
Loose leaf for updating. Free

Contains the following information on occupations: nature of work, related occupations, where employed, physical, mental and other requirements, working conditions, wages and benefits, training, cost of education, veteran training opportunities, opportunities for advancement, unions, outlook, where to get more information, and 6 digit DOT numbers.

OCCUPATIONAL TRAINING--U.S.

Committee for Economic Development.
Jobs for the hard-to-employ : new directions for public-private partnership. -- New York : The Committee, 1978. 98 p.

Recommends measures to cope firectly with the structural unemployment problems of the young, the old, and the disadvantaged.

U.S. Department of Labor. Bureau of Labor Statistics.
Occupational projections and training data. -- Washington : For sale by the Superintendent of Documents, U.S. Gov. Print. Off., 1979. Bulletin 2020. 119 p. : $3.25

Revises and updates BLS Bulletin 1918, Occupational Manpower and Training Needs.
Supplies information needed to plan education and training programs and for vocational guidance includes projection of occupational requirements and information on occupational training. Presents information on future requirements for more than 270 occupations and a comprehensive supply-demand analysis for college graduates.

OCCUPATIONS

Hawes, Gene R., Hawes, M., and Fleming, C.
Careers today. -- New York : New American Library, 1977. 274 p. $3.95

An up-to-date guide to securing over 150 different types of jobs requiring two years training or less with information about realistic job opportunities. Explains the changing pattern of employment in America and shows how you can match your personal abilities and desires with the career that is right for you.

Lieberoff, Allen J.
Good jobs : high paying opportunities working for yourself or for others. -- Englewood Cliffs, NJ : Prentice Hall, 1978. 436 p.
ISBN 0-13-360289-3 (pbk) : $5.95

Describes more than 150 jobs and training required for each. Gives tips on selecting a good school for your field. Lists organizations you can contact for more information.

Pell, Arthur R., and Furbay, Albert L.
College student guide to career planning. -- New York : Simon and Schuster, 1975. 133 p. : $2.45

An invaluable book for those who have not yet made up their minds about career. This book is to help them to develop a realistic outlook. Explains how to identify your strengths and resources. Helps to discover what you want to do. Teaches how to prepare and write resume and letter. Lists organization for additional information and 9 don'ts for resumes.

Yoemans, William N.
Jobs '76. -- New York : Berkley Publishing, 1976. 296 p.
SBN 425-03060-1 : $2.50

Contains information on jobs. Grouped into two categories: the first category describes jobs that do not require any special major, the second category includes those for which a specific major is usually needed. Gives general description, size of the field, starting salaries, chance of advancement, types of employers, how to contact employers, locations, qualification needed, and outlook.
Includes information on resume, interview, employment agencies, and outlook by major.

OCCUPATIONS--BIBLIOGRAPHY

Goodman, Leonard H.
Current career and occupational literature, 1973-1977. -- New York : H.W. Wilson, 1978. 275 p.
ISBN 0-8424-0616-9 : $10.00

Restricted to occupational literature that was published between 1973-1977. Part I contains information on 40 vocational series. Part II is arranged by 450 occupational titles.

Publisher Directory lists 652 publishers, professional organizations, and government agencies with complete mailing information.

Goodman, Leonard H., and Garrett, Anne E.
A "Starter" file of free occupational literature, 1975. -- Washington : B'nai B'rith Career and Counseling Services, 1975. 54 p. : $2.00

Contains literature which can be used for career counseling needs. Lists 117 pamphlets under relevant subjects with 3 digit DOT number, and with full mailing address of the publishing authorities. Excellent starter tool to build an occupational library.

OCCUPATIONS--CLASSIFICATIONS
OCCUPATIONS--TERMINOLOGY

U.S. Employment Service.
Dictionary of occupational titles. -- 4th ed. -- Washington : For sale by the Supt. of Docs., U.S. Govt. Print. Off., 1977. 1371 p. : $12.00

Provides a current inventory of 20,000 jobs, gives an extensive analysis and description of what each involves and what traits are needed by the worker.

The dictionary is invaluable to users of occupational information, essential for job placement programs, employment counseling, career guidance, manpower planning and training programs.

It contains the most comprehensive up-to-date occupational information on job duties and requirements.

It uses 9 digit code numbers, the first three digits identify a particular occupational group. The middle three digits of the DOT code represent the worker functions ratings of the task performed in the occupation. The last three digits of the DOT code indicate the alphabetical order of titles to differentiate a particular occupation from all others.

This unique code system is suitable for computerized operations.

OPTOMETRY--VOCATIONAL GUIDANCE

Kitchell, Frank M.
Opportunities in optometry. -- Louisville, KY : Vocational Guidance Manuals, Inc., 1974. 94 p.
ISBN 0-89022-005-0

Describes the scope of optometry, the opportunities, the educational requirements, opportunities for women, and optometric services.

Lists optometric organizations and schools.

OUTDOOR RECREATION--VOCATIONAL GUIDANCE

Boesch, Mark.
Careers in the outdoors. -- New York : E. P. Dutton, 1975. 240 p.
ISBN 0-87690-154-2 : $4.95

Tells where the outdoor jobs are and how to get them. Separate chapters deal with the main occupations: forestry, range management, wild life management, water and soil conservation, and fire management. Education requirement is indicated.
Lists schools and relevant government agencies.

PERSONNEL SERVICE IN EDUCATION

Dyer, Wayne W., and Vriend, John.
Counseling techniques that work : application to individual and group counseling. -- Washington : APGA Press, 1975. 270 p. $7.00

First part emphasizes techniques that work in counselor training and in the practice of counseling.
Second part focuses on group counseling techniques.
Chapter 3 includes one of the hardest problems: how to help chronic drug addicts.

PERSONNEL SERVICE IN HIGHER EDUCATION

Pell, Arthur R., and Furbay, Albert L.
College student guide to career planning. -- New York : Simon and Schuster, 1975. 133 p $2.45

An invaluable book for those who have not yet made up their mind about career. This book is to help them to develop a realistic outlook. Explains how to identify your strengths and resources. Helps to discover what you want to do. Teaches how to prepare and write resume and letter. Lists organizations for additional information and 9 don'ts for resumes.

Souther, James W.
Career planning and placement handbook. -- Bethlehem, PA : College Placement Council, Inc. 1975. 52 p. Free.

Contains useful advice and information essential to develop a career planning and placement program. Covers career counseling, job listing and referral, interviews, job-seeking campaigns, staffing and office organization, facilities and equipment, floor plans, procedures and forms, and communications.

PERSONNEL SERVICE IN SECONDARY EDUCATION

National Association for Industry Education Corporation.
Placement services : a training manual. -- Ann Arbor, MI : Prakken Publications, 1977. 157 p.
ISBN 0-911168-35-4 : $9.10

This manual is a self-contained instructional package with suggested learning activities for each chapter, appropriate articles, useful materials listed in the suggested readings and appendices.
Individuals who plan, organize, or direct comprehensive job placement programs will find it very useful.

Science Research Associates, Inc.
The national guidance handbook : a guide to vocational education programs. -- Chicago : SRA., 1975. 532 p.
ISBN 0-574-51100-8

This book contains information about 146 vocational education programs offered in post-secondary schools and high schools. Lists requirements for entering the programs, and addresses of State Directors of Vocational Education.

PHYSICALLY HANDICAPPED--EDUCATION (HIGHER)--N.Y. (STATE)

New York (State). State University. Coordinating Area No. 4.
A guidance manual for physically disabled two year college applicant: research project.-- New York : State University of N.Y. State College of Optometry, 1976. 104 p. Free.

"A practical guide to assist in the vocational and geographic placement of the academically qualified, physically disabled student seeking post-secondary education."
48 institutions within the SUNY and CUNY systems are included. Vocational degree offerings are listed by individual school, and each campus has been rated in its accessibility and suitability for the handicapped with respect to physical features and supportive services.

New York (State). State University. Coordinating Area No. 4.
Vocational education : a manual of program accessibility for physically disabled two-year college applicant : research project / State University of New York, Coordinating Area No. 4. --New York : State Univ. of N.Y., State College of Optometry, 1977. 215 p. Free.

Provides program guidance and counseling for the physically disabled two year college applicant. Gives a profile of the instructional demands which serve to define the academic accessibility of various occupational programs to physically restricted students.
It focuses upon 60 programs of the 209 available in the various segments of the state-city systems.

PROCRASTINATION

Ellis, Albert and Knaus, William J.
Overcoming procrastination or how to think and act rationally in spite of life's inevitable hassles. -- New York : Institute for Rational Living, 1977. 180 p.
ISBN 0-917476-04-2 : $4.35

Describes why so many people procrastinate. Identifies the three basic causes of procrastination. Shows how to eliminate self-defeating life patterns, how to turn feelings of frustration to your enormous benefit, how to establish priorities and meet your deadlines, how to root out dilatory habits, neurotic patterns: ranging from hostility and aggression to self-denigration and drug addiction.

PROFESSIONAL EDUCATION--U.S.

Education Testing Service.
Graduate & professional school opportunities for minority students. -- 5th ed. -- Princeton, NJ : ETS., 1973. 211 p.

Provides summaries of schools and their departments in all parts of the country. Contains specific information relevant to minority students. Lists 1500 schools, and sources of funds.

Mitchell, Joyce S.
I can be anything : careers and colleges for young women. -- New York : College Entrance Examination, 1975. 256 p. $4.50

Describes careers for young women. Gives information about more than 90 different careers, telling you what the work is like, what education is needed, what the salaries are, what the future prospects are in the specific fields, and where to get further information.

Searles, Aysel and Scott, A.
Guide to financial aids for students in arts & sciences for graduate and professional study. -- New York : Arco, 1974. 107 p.
ISBN 0-668-02496-8 : $3.95

Designed for juniors, seniors and graduate students in the arts and sciences. Its focus is on the major resources of financial aid. Its format makes it a useful resource as a career guide for the undecided person who considers new objectives, or seeks some kind of alternatives.

PROMOTIONS

Roseman, Edward.
Confronting nonpromotability : how to manage a stalled career. -- New York : AMACOM, 1977. 244 p.

Nonpromotability is analyzed and divided into two parts: the problems of the manager of nonpromotable employees and those of the employees themselves. Tells how to adapt successfully to nonpromotability reality. Helps focus attention on this problem.

PSYCHOLOGY--VOCATIONAL GUIDANCE

Woods, Paul J., ed.
Career opportunities for psychologists : expanding and emerging areas. -- Washington : American Psychological Association, 1976. 307 p.
ISBN 0-912704-03-9 : $5.00

Attempts to broaden the horizons for prospective psychologists and to contribute to changes in professional preparation. Provides options not ordinarily considered by psychologists wishing to change careers, or those who may be unemployed or underutilized.

PSYCHOLOGY, INDUSTRIAL

DuBrin, Andrew J.
Survival in the office : how to move ahead or hang on. -- New York : Mason/Charter, 1977. 315 p.
ISBN 0-88405-448-9 : $8.95

Discusses how to handle organization politics, job problems, and sexism, how to cope with change, how to improve your skills, your job creativity, how to find a new job or a second career, and how to avoid going out of style. Presents guidelines for the office affair.

RECRUITING OF EMPLOYEES

Thompson, Melvin R.
Why should I hire you? : how to get the job you really want. -- New York : Jove, 1977. 207 p.
ISBN 0-15-696400-7 : $3.95

Contains information for job hunters. Tells you how to write resume and how to behave at interview. Teaches you the negotiation tricks and the techniques of changing jobs.

RESUMES (EMPLOYMENT)

Catalyst, Inc.
Resume preparation manual : a step-by-step guide. -- New York : [Catalyst], 1976. 54 p. $3.50

Prepared especially for women. It is a step-by-step workbook. Each one of the eight chapters shows an important step in the process of writing an effective resume. Includes two special envelopes for collecting and recording important information, a record control sheet for keeping track of your resume mailing and responses you may get.

Cohen, William A.
The executive's guide to finding a superior job. -- New York : AMACOM, 1978. 166 p.
ISBN 0-8144-5475-5 : $9.95

Presents job-getting techniques and approaches that are little known. Practical advice on overcoming problems. Information needed to get a superior job within a reasonable period of time. Teaches how to negotiate a significant salary increase, how to make the personnel manager an ally instead of an adversary, how to advertise yourself, how to develop a resume, and how to interview effectively.

Harvard University. Office of Career Services and Off-Campus Learning.
Job Hunter's handbook / Prepared by Robert Jay Ginn, Jr. -- Cambridge, MA : The Office of Career Services, 1976. 143 p. $8.00

Presents information about career exploration , resume and letter writing and the techniques of finding listed and unlisted jobs. Stresses the importance of identifying and contacting people who have the power to hire. Covers career exploration for minority groups and discrimination. Presents cases of successful job hunts.

New York (State). Department of Labor. Office of Public Information.
Guide to preparing a resume. -- Albany, NY : The Dept. of Labor, 1978. 18 p. Free.

Designed to help you evaluate your selling points. Shows you how to prepare an effective resume. Includes a brief self appraisal, covering letters, outline for resume, and how to prepare for a job interview. Presents nine samples.

Shykind, Maury.
Resumes for job hunters : a comprehensive step-by-step manual showing how to make a professional search for the position best suited to each individual's own needs to obtain career satisfaction. -- New York : ARCO, 1976. 210 p.
ISBN 0-668-03961-2 : $4.00

Presents how to determine your career goal, how to make the first step: a personal assessment. Teaches you to develop a successful marketing strategy includes information and sample resumes, and motivation letter writing. Tells you how to answer ads. Reveals the interview techniques and gives useful tips to avoid pitfalls.

RETIREMENT

Bolles, Richard Nelson.
The three boxes of life. -- Berkeley, CA : Ten Speed Press, 1978. 466 p.
ISBN 0-913668-58-3 (pbk) : $7.95

Contains essential ideas about school, work, and retirement as the "three boxes of life". Gives sound advice how to take charge of your own life. Lists ten reasons for getting an education. Stresses principles for organizing all that you know about the world of work. Reveals the seven myths of the job market. Deals with special problems in finding jobs, measuring your own effectiveness in the world of work and with everything which is essential and necessary for life/work planning.

SCHOLARSHIPS--U.S.

Feingold, S. Norman, and Feingold, Marie.
Scholarships fellowships and loans. -- v.6. -- Arlington, MA : Bellman Publishing, 1977. 514 p.
SBN 87442-006-7 : $46.90

v. 6. does not duplicate material that appears in v. 5. Both volumes provide information about scholarships, loans, fellowships, grants, and awards that are not controlled by schools.

Keesler, Oreon.
Financial aides for higher education, 76-77. -- Dubuque, IA : Wm. C. Brown, 1976. 699 p.
ISBN 0-697-06113-2 : $14.95

A comprehensive guide to scholarships, loans, contests, financial aid, and programs with diverse sponsors. Instruction for taking examinations includes those given by the American College Testing Program.

SELF-CULTURE

Gross, Ronald.
The lifelong learner. -- New York : Simon and Schuster, 1977. 190 p.
ISBN 0-671-22524-3 : $8.95

Explores the resources available for lifelong learning. Lists Free Universities. Explains how to obtain credit for free learning. Presents the lifelong learner's basic bookshelf.

SELF-EMPLOYED
SMALL BUSINESS

Bennett, Vivo, and Clagett, Cricket.
1001 ways to be your own boss. -- Englewood Cliffs, NJ : Prentice-Hall, 1976. 247 p.
ISBN 0-13636977-4 (pbk) : $4.95

Supplies all the information you may need to start a successful business enterprise. It has chapters on administrative and legal requirements with 25 ways to advertise and 30 promotional ideas. In addition you can get useful information about food, art crafts, camera, car and truck, mail order, writing, selling outdoors and home.

STUDENT AID--U.S.

Lever, William E.
How to obtain money for college : a complete guide to the sources of financial aid for education. -- New York : Arco Publishing, 1976. 176 p.
ISBN 0-668-03932-9 (pbk) : $5.00

Lists hundreds of low-tuition colleges and colleges with cooperative education programs. Information on Federal, state, and local aid; grants, loans, and financial aid for handicapped and minority students.

Searles, Aysel and Scott, A.
Guide to financial aids for students in arts & sciences for graduate and professional study. -- New York : Arco, 1974. 107 p.
ISBN 0-668-02496-8 : $3.95

Designed for juniors, seniors and graduate students in the Arts and Sciences. Its focus is on the major resources of financial aid. Its format makes it a useful resource as a career guide for the undecided person who considers new objectives, or seeks some kind of alternatives.

Suchar, Elizabeth W.
The official College Entrance Examination Board guide to financial aid for students and parents. -- New York : Simon and Schuster, 1975. 245 p.
ISBN 671-18748-1 : $4.95

It is a comprehensive guide to financial aid, scholarships, loans, grants, and work-study programs.
Lists colleges and universities with their tuition, fees and other expenses.

STUDY, METHOD OF

Gross, Ronald.
The lifelong learner. -- New York : Simon and Schuster, 1977. 190 p.
ISBN 0-671-22524-3 : $8.95

Explores the resources available for lifelong learning. Lists Free Universities. Explains how to obtain credit for free learning. Presents the lifelong learner's basic bookshelf.

SUCCESS

Bolles, Richard Nelson.
The three boxes of life. -- Berkeley, CA : Ten Speed Press, 1978. 466 p.
ISBN 0-913668-58-3 (pbk) : $7.95

Contains essential ideas about school, work, and retirement as the "three boxes of life". Gives sound advice how to take charge of your own life. Lists ten reasons for getting an education. Stresses principles for organizing all that you know about the world of work. Reveals the seven myths of the job market. Deals with special problems in finding jobs, measuring your own effectiveness in the world of work and with everything which is essential and necessary for life/work planning.

DuBrin, Andrew J.
Survival in the office : how to move ahead or hang on. -- New York : Mason/Charter, 1977. 315 p.
ISBN 0-88405-448-9 : $8.95

Discusses how to handle organization politics, job problems, sexism, how to cope with change, how to improve your job skills, your job creativity, how to find a new job or a second career, and how to avoid going out of style. Presents guidelines for the office affair.

Haldane, Bernard.
Career satisfaction and success : a guide to job freedom. -- New York : AMACOM, 1974. 194 p.
ISBN 0-8144-5343-0 : $9.95

Shows how to set realistic goals for career development, get a raise, plan for promotion and advancement, explore your strengths, how to cope and how to solve career problems.

Scholz, Nelle Tumlin, Prince, J.S., Gordon, P.M.
How to decide : a guide for women. -- New York : College Entrance Examination Board, 1976. 121 p. : $5.95

Designed to meet the changing needs of women by increasing their decision-making ability. Appropriate for women of all ages. It is a step-by-step approach. Helps you to discover your interests, abilities, and special talents. It teaches you how to set goals, how to use assertive behavior, and how to develop a plan of action.

TEACHING--VOCATIONAL GUIDANCE

Bestor, Dorothy K.
Aside from teaching English, what in the world can you do? -- Seattle : University of Washington Press, 1977. 309 p.
ISBN 0-295-95543-0 : $5.95

Describes the opportunities and suggests ways to go after existing jobs. Explores many of the alternative positions.

TECHNICAL EDUCATION--U.S.

Hebert, Tom, and Coyne, John.
Getting skilled : a guide to private trade and technical schools. -- New York : E. P. Dutton, 1976. 262 p.
ISBN 0-87690-202-6 (pbk) : $4.95

Gives valid facts about Private Trade Schools, covers every aspect of them from accreditation to cost. Lists accredited and non-accredited trade schools.

TRADE AND PROFESSIONAL ASSOCIATIONS--U.S.--DIRECTORIES

Carrol Press.
Career guide to professional associations : a directory of organizations by occupation field. -- Cranston, RI : Carroll Press, 1976. 276 p.
ISBN 91-328-06 : $9.86

Lists 2,000 organizations classified by DOT system. Name, address and titles of their publications are indicated. In addition to these, lists their career aids, awards (if any), their functions, type of educational assistance, type of employment aid, ethics and standards, and whether their scope is international, national or regional.

UNEMPLOYED--U.S.

Adams, Arvil V., and Mangum, Garth L.
The lingering crisis of youth unemployment. -- Kalamazoo, MI : W. E. Upjohn Institute for Employment Research, 1978. 152 p. $4.00

Covers every aspect of the unemployment problem of young man and women. Based on analysis of recent trends in youth unemployment. Findings of this study state that education and training have a significant positive effect upon the employment and earnings of youth. Presents figures, charts, statistics to emphasize and make easier to comprehend the impact and seriousness of the problem. Reveals that 1.3 million new jobs would reduce youth unemployment to 8.5%: the level of 1960's.

UNITED STATES--OCCUPATIONS

College Placement Annual / College Placement Council, Inc.
Bethlehem, PA : College Placement Council, 1978. 402 p. $5.00

Lists 1,200 corporate and governmental employers who recruit college graduates. Corporations are listed under specific occupations, and they are arranged alphabetically and geographically.

Manpower Research Associates.
Arco handbook of job and career opportunities. -- New York ; ARCO, 1978. 301 p.
ISBN 0-668-04328-8 : $3.95

Provides accurate information about most of the major occupations obtained mainly from the Occupational Outlook Handbook. Its major sections are: scientific and technical jobs, health jobs, professional jobs, clerical jobs, sales and service jobs, and industrial production jobs.

Myers, Walter Dean.
The world of work : a guide to choosing a career. -- Indianapolis : Bobbs-Merrill, 1975. 264 p.
ISBN 0-672-5187-3 : $7.95

Suggests a method of selecting jobs or careers. Gives information about vocational education, training, resume writing, job interview, counseling, and what to do if you cannot decide on a career. Lists careers that are difficult to break into.

Richmond, Adrianne.
New careers for social workers. -- Chicago : H. Regnery, 1974. 90 p.
ISBN 0-8092-0316-1 (pbk) : $4.95

Part I. helps you evaluate yourself in terms of a new career. Part II. discusses 78 careers for which your previous experiences have prepared you. Part III. gives you a step-by-step guidance in transition from an old to a new vocation. In addition, gives information on locating possible employers, making initial contacts, writing resume, and interviewing successfully.

United States. Department of Labor. Bureau of Labor Statistics.
Occupational outlook for college graduates, 1978-79.-- Washington : BLS, 1978. 266 p. : $4.50

A guide to career opportunities in a broad range of occupations for which a college degree is, or is becoming, the usual background for employment. It contains a summary of the expected changes in the economy. Each occupation statement presents information on the nature of the work, places of employment, education, skills, and abilities required for entry, employment outlook, earnings, and working conditions.
More than 100 different occupations are presented.

United States. Department of Labor. Bureau of Labor Statistics.
Occupational outlook handbook.-- Washington : For sale by U.S. Govt. Print. Off., 1978. 825 p. $8.00

A primary source of the information needed for sound career planning. Includes information about several hundred occupations and 35 major industries. The handbook describes what workers do on the job, the training and education required, advancement possibilities, employment outlook, earnings, and working conditions. Lists professional societies, trade associations, unions, and other organizations that can supply additional career information.

UNIVERSITIES AND COLLEGES

Nyquist, Ewald B., Arbolino, Jack A., Hawes, Gene R.
College learning, anytime, anywhere : new ways for anyone to get

college course credits and college degrees by off-campus study and examinations. -- New York : Harcourt, Brace Jovanovich, 1977. 164 p.
ISBN 0-15-119139-5 : $7.95

Tells you in detail how to learn independently and how to demonstrate learning. Describes various programs to get credits and degrees.

UNIVERSITIES AND COLLEGES--U.S.--DIRECTORIES

American College Testing Program.
College planning / search book. -- 1976-77 ed. -- Iowa City, IA : ACT, 1976. 236 p. $5.00

Can help high school juniors, seniors and their parents to select the appropriate college. Presents plan to select a college, reveals essential factors to consider in searching for colleges. Lists key financial resources: national and state. Gives you information about the two national tests: ACT and SAT.

Barron's Educational Series, Inc. College Division.
Barron's profiles of American Colleges. -- 10th ed. -- Woodbury, NY : Barron's Educational Series, 1976. 919 p.
ISBN 0-8120-0634-8 : $6.95

Gives descriptions of over 1,450 colleges and universities recognized by the regional accrediting associations. Programs of study, costs and financial aid, admission requirements and standards. Provides quick reference to all undergraduate programs.

Blaze, Wayne ... [et al.]
Guide to alternative colleges and universities. -- Boston : Beacon Press, 1974. 141 p.
ISBN 0-8070-3163-1 (pbk) : $4.25

A comprehensive listing over 250 innovative programs. Five major divisions: Campus-Based B.A. Programs; Two-Year A.A. Programs; External Degree Programs; Special Programs; Free U's.

B'nai B'rith Vocational Services.
College guide for Jewish youth, 1978-1979. / Edited by S. Norman Feingold, S. Z. Fishman, P. B. Aaronson. -- Washington : B'nai B'rith Career and Counseling Services and B'nai B'rith Hillel Foundations, 1978. 190 p.
ISBN 0-89665-0006 : $6.95

Part 1 describes major factors which influence college selection, gaining admission, dealing with the cost of college education, and admission requirements. Specific concern and interest to Jewish students are included.

Part 2 contains a selected directory of colleges and universities throughout the U.S. and Canada. Provides information about Jewish

enrollments at various institutions, and describes Jewish facilities, programs, and services including those for the handicapped. B'nai B'rith Hillel Foundations and Counselorships and other organizations which seek to serve the religious, cultural or social needs of Jewish students are included.

Lovejoy, Clarence E.
Lovejoy's college guide. -- 13th ed. -- New York : Simon and Schuster, 1976. 423 p.
ISBN 0-671-22222-8 (pbk) : $5.95

A complete reference book covering over 3,600 American colleges and universities. Contains essential information on expenses, educational, financial aid, admissions, college selections; curricula covers 500 career fields, and 22 special programs.

UNIVERSITIES AND COLLEGES--U.S.--ENTRANCE REQUIREMENTS

Lass, Abraham H.
Questions and answers about getting into college. -- New York : Pocket Books, 1974. 495 p.
ISBN 671-78741-1 : $1.95

Provides facts about college entrance requirements, aid programs, and special programs for minority and disadvantaged applicants.

UNIVERSITIES AND COLLEGES--U.S.--EXAMINATIONS

College Entrance Examination Board
College placement and credit by examination, 1975 : advanced placement programs, college-level examination program. -- Princeton, NJ : The Board, 1975. 152 p. $3.50

Lists institutions, indicates the lowest APP grades and CLEP scores that they accept for some sort of placement, exemption, and/or credit. Brief description of the institution's general APP and CLEP policies. Provides the name of officials to whom request for more detailed information may be sent.

UNIVERSITIES AND COLLEGES--FINANCE

Lever, William E.
How to obtain money for college : a complete guide to the sources of financial aid for education. -- New York : Arco Publishing, 1976. 176 p.
ISBN 0-668-03932-9 (pbk) : $5.00

Lists hundreds of low-tuition colleges and colleges with cooperative education programs. Information on Federal, state, and local aid, grants, loans and work opportunities. Indicates schools eligible for basic grants, and colleges with ROTC programs. Information on financial aid for the handicapped, and minority students.

UNIVERSITIES AND COLLEGES--U.S.--GRADUATE WORK--BIBLIOGRAPHY

Harvard University. Office of Career Services and Off-Campus Learning. Library.
A bibliography of directories, handbooks and guides in the Library of the Office of Career Services and Off-Campus Learning : (a systematic enumerative shelf-list of Harvard's Career Service Library) / prepared by Charles Kovacs. -- Cambridge, MA : The Office of Career Services, 1977. 286 p. $25.50

Contains the specialized collection of career related materials of Harvard's Career Service Library. About 4480 individual pieces of material are listed.

UNIVERSITIES AND COLLEGES--U.S.--GRADUATE WORK--DIRECTORIES

Education Testing Service.
Graduate and professional school opportunities for minority students. -- 5th ed. -- Princeton, NJ : ETS, 1973. 211 p.

Provides summaries of schools and their departments in all parts of the country. Contains specific information relevant to minority students. Lists 1500 schools and sources of funds.

Searles, Aysel and Scott, A.
Guide to financial aides for students in arts & sciences for graduate and professional study. -- New York : Arco, 1974. 107 p.
ISBN 0-668-02496-8 : $3.95

Designed for juniors, seniors and graduate students in the Arts and Sciences. Its focus is on the major resources of financial aid. Its format makes it a useful resource as a career guide for the undecided person who considers new objectives, or seeks some kind of alternatives.

UNIVERSITIES AND COLLEGES--U.S.--HANDBOOKS, MANUALS, ETC.

Singleton, Thelma M.
Look before you leap : a guide on continuing your education. -- Brooklyn, NY : Central Brooklyn Model Cities, Scholarship Fund Project, 1977. 291 p.
ISBN 0-9601300-1-2 : Free.

This guide is to direct economically deprived students through the higher education process. It is designed to serve as a tool in answering questions students face in their college selection process. Defines 100 terms that are related to college life. Presents sample letters to aid students in their efforts to communicate with school admission counselor, financial aid director, etc. Financial aid section includes both graduate and undergraduate assistance.

UNIVERSITY EXTENSION

Nyquist, Ewald B., Arbolino, Jack A., Hawes, Gene R.
College learning, anytime, anywhere : new ways for anyone to get college course credits and college degrees by off-campus study and examinations. -- New York : Harcourt, Brace Jovanovich, 1977. 164 p.
ISBN 0-15-119139-5 : $7.95

Tells you in detail how to learn independently and how to demonstrate learning. Describes various programs to get credits and degrees.

VOCATIONAL EDUCATION

Bridgeford, N., Clark M., McClure, L.
Directions in career education : questions people ask about education and work. -- Washington : The National Institute of Education, U.S. Dept. of HEW., 1977. 288 p. : Free.

It is a summary and result of several million dollars' investment in career education research and development. Presents answers for two groups of questions: where are we heading in career education? and how will we get there? All of the aspects of career education are covered.

Hebert, Tom, and Coyne, John.
Getting skilled: a guide to private trade and technical schools. -- New York : E. P. Dutton, 1976. 262 p.
ISBN 0-87690-202-6 (pbk) : $4.95

Gives valid facts about Private Trade Schools, covers every aspect of them from accreditation to cost. Lists accredited and non-accredited trade schools.

Lederer, Muriel.
The guide to career education. -- rev. ed. -- New York : Quadrangle / New York Times Book Co., 1974. 401 p.
ISBN 0-8129-6270-2 : $6.95

Presents facts about career education programs, financial help and aid programs, grants, scholarships and loans, correspondence schools, advance home study courses, disadvantaged home study courses, apprenticeships, cooperative work-study programs, industrial training programs, and programs for the handicapped. Information on guidance and counseling and vocational testing.
Lists 200 occupations that do not require college degrees, and occupations that can be learned with on-the-job training.
Provides addresses of Apprenticeship Information Centers.

National Association for Industry Education Cooperation.
Placement services : a training manual. -- Ann Arbor, MI : Prakken Publications, 1977. 157 p.
ISBN 0-911168-35-4 : $9.10

This manual is a self-contained instructional package with suggested learning activities for each chapter. Appropriate articles, useful materials listed in the suggested readings and appendices.
Individuals who plan, organize, or direct comprehensive job placement programs will find it very useful.

Science Research Associates, Inc.
The national guidance handbook : a guide to vocational education programs. -- Chicago : SRA., 1975. 532 p.
ISBN 0-574-51100-8

This book contains information about 146 vocational education programs offered in post-secondary schools and high schools. Lists requirements for entering the programs, and addresses of State Directors of Vocational Education.

VOCATIONAL EDUCATION--NEW YORK (CITY)--DIRECTORIES

Vocational training in New York City ... where to find it : a directory / Compiled and edited by Marion Kurtz. -- New York : Vocational Foundation, Inc., 1974. 309 p.
ISBN 0-911580-03-4

Provides basic information in training and educational opportunities. Lists public and private schools and colleges which have commercial, technical, professional, or semi-professional training for a specific type of employment. Length of course, tuition, degrees, major and special programs are indicated. Correspondence courses are excluded.

VOCATIONAL EDUCATION--U.S.--DIRECTORIES

Hebert, Tom, and Coyne, John
Getting skilled : a guide to private trade and technical schools. -- New York : E. P. Dutton, 1976. 262 p.
ISBN 0-87690-202-6 (pbk) : $4.95

Gives valid facts about Private Trade Schools, covers every aspect of them from accreditation to cost. Lists accredited and non-accredited trade schools.

Lovejoy, Clarence Earle.
Lovejoy's career and vocational school guide : a source book, clue book and directory of institutions training for job opportunities. -- 5th ed. -- New York : Simon and Schuster, 1978. 142 p.
ISBN 0-671-24012-8 (pbk) : $4.95

Supplies basic information: name, address, and type of institution. Tells you where you can find special training for handicapped, what trades can be learned on-the-job. Lists helpful organizations.

VOCATIONAL GUIDANCE

Atherton, James C., and Mumphrey, Anthony.
Essential aspects of career planning and development. — 2nd ed. -- Danville, IL : Interstate Printers & Publishers, 1977. 369 p. : $9.75.

This book is to assist individuals in making occupational choice, adjusting to conditions of work, advancing in job responsibility. Deals with career planning, locating employment opportunities, applying for a position, and continuing education programs.

Bestor, Dorothy K.
Aside from teaching English, what in the world can you do? -- Seattle : University of Washington Press, 1977. 309 p.
ISBN 0-295-95543-0 : $5.95.

Describes the opportunities and suggests ways to go after existing jobs. Explores many of the alternative positions.

Bolles, Richard Nelson.
The three boxes of life. -- Berkeley, CA : Ten Speed Press, 1978. 466 p.
ISBN 0-913668-58-3 (pbk) : $7.95

Contains essential ideas about school, work, and retirement as the "three boxes of life". Gives sound advice how to take charge of your own life. Lists ten reasons for getting an education. Stresses principles for organizing all that you know about the world of work. Reveals the seven myths of the job market. Deals with special problems in finding

jobs, measuring your own effectiveness in the world of work and with everything which is essential and necessary for life/work planning.

Bolles, Richard Nelson.
What color is your parachute? : a practical manual for job-hunters & career changers. -- Berkeley, CA : Ten Speed Press, 1977. 233 p.
ISBN 0-913668-07-9 : $4.95

Teaches you the techniques of job-hunting, and how to use the numbers game, deals with recruiters, ads, agencies, and placement centers. Tells you where to get free help, how to identify false clues, and a second career without reschooling. Explains how to be in control of your life, improve your effectiveness, and become the sole applicant for a job. Reveals where the jobs are, and the close relationship between thank-you letters and job-hunt success.

Bostwick, Burdette E.
Finding the job you've always wanted. -- New York : J. Wiley, 1977. 243 p.
ISBN 0-471-09059-X : $12.95

Reveals the technique employers use in evaluating employees, teaches how to prepare a resume, how to conduct or behave at interview, provides answers to those crucial questions interviewers usually ask, and how to negotiate effectively for salary. Very useful for executives, managers, and administrators.

Cohen, William A.
The executive's guide to finding a superior job. -- New York : AMACOM, 1978. 166 p.
ISBN 0-8144-5475-5 : $9.95

Presents job-getting techniques and approaches that are little known. Practical advice on overcoming problems. Information needed to get a superior job within a reasonable period of time. Teaches how to negotiate a significant salary increase, how to make the personnel manager an ally instead of an adversary, how to advertise yourself, how to develop a resume, and how to interview effectively.

College Placement Annual / College Placement Council, Inc.
Bethlehem, PA : College Placement Council, 1978. 402 p. $5.00

Lists 1,200 corporate and governmental employers who recruit college graduates. Corporations are listed under specific occupations, and they are arranged alphabetically and geographically.

Crystal, John C., and Bolles, Richard N.
Where do I go from here with my life? -- New York : The Seabury Press, 1974. 253 p.
ISBN 0-8164-0234-4 : $7.95

A systematic practical life/work planning manual for students, instructors, counselors, career seekers and career changers. It is designed for high school students, college students, professionals, minority members, and those who must change careers without retraining.

Dale, Arbie M.
Change your job, change your life. -- Chicago : Playboy Press, 1977. 210 p.
ISBN 0-87223-485-1 : $9.95

Explores the most effective approaches to find the right job. Gives specific tested advice on resume, covering letter, how to succeed at an interview, and how to cope with psychological tests, etc. In its appendix, Women in the job market, gives practical, useful, and specific advice for females.

Elsberg, Ted.
Career exploration : you and your future. -- New York : Fairchild, 1975. 216 p.
ISBN 87005-145-8 : $6.45

Valuable information about choosing a career, finding a job, understanding yourself, how to move ahead on the job, resume, follow-up letter, employment interviewing. Provides samples, lists 224 helpful organizations and additional resource materials.

German, Donald R., and German, Joan W.
Successful job hunting for executives. -- Chicago : H. Regnery, 1974. 231 p.
ISBN 0-8092-9001-4 (pbk) : $4.95

Deals with practical techniques for executive job hunters: how to write resumes, how to write letters, how to conduct a successful interview, what to do when you are about to be fired, special hints for women executives and members of minority groups.

Harvard University. Office of Career Services and Off-Campus Learning.
Job hunter's handbook / Prepared by Robert Jay Ginn, Jr., -- Cambridge, MA : The office of Career Services, 1976. 143 p. : $8.00

Presents information about career exploration, resume and letter writing and the techniques of finding listed and unlisted jobs. Stresses the importance of identifying and contacting people who have the power to hire. Covers career exploration for minority groups and discrimination. Presents cases of successful job hunts.

Hawes, Gene R., Hawes, M., and Fleming, C.
Careers today. -- New York : New American Library, 1977. 274 p. : $3.95

An up-to-date guide to securing over 150 different types of jobs requiring two years training or less with information about realistic job

opportunities. Explains the changing pattern of employment in America, and shows how you can match your personal abilities and desires with the career that is right for you.

Herr, Edwin L., ed.
Vocational guidance and human development. -- Boston : Houghton Mifflin, 1974. 596 p.
ISBN 0-395-17437-6

Tries to clarify some of the relationships between vocational guidance and its changing contexts.

Part 1 examines the status of vocational guidance in America compared with the characteristics of such processes in selected nations in Europe and Asia.

Part 2 focuses upon the implications for individual choice in various factors.

Part 3 describes the current state of theory and research pertinent to career development.

Part 4 is concerned with implications for professional practice found in assessment, career planning, and system technology; interaction of career development and professional practice in relation to women, disadvantaged and minority, and the handicapped.

Part 5 suggests the growing international requirements for vocational preparation of vocational guidance.

Hoppock, Robert.
Occupational information.: where to get it and how to use it in career education, career counseling, and career development. -- 4th ed. -- New York.: McGraw-Hill, 1976. 383 p.
ISBN 0-07-030330-4 : $12.95

Identifies the kinds of occupational information that counselors and clients need, and suggests where to get it and how to apprise, clarify, and file it. Discusses basic theories of career choice and development and the use of occupational information in counseling. Describes a variety of ways in which occupational information may be presented to groups of all kinds. Summarizes the results of research on the use of occupational information in career guidance. Contains 180 new bibliographical references.

Lederer, Muriel.
The guide to career education. -- New York : Quadrangle / New York Times Book Co., 1974. 401 p.
ISBN 0-8129-6270-2 : $6.95

Presents facts about career education programs, financial help and aid programs, grants, scholarships and loans, correspondence schools, advance home study courses, disadvantaged home study courses, apprenticeships, cooperative work-study programs, industrial training programs, and programs for the handicapped. Information on guidance and counseling and vocational testing.

Lists 200 occupations that do not require college degrees, and occupations that can be learned with on-the-job training.
Provides addresses of Apprenticeship Information Centers.

Lieberoff, Allen J.
Good jobs : high paying opportunities working for yourself or for others. -- Englewood Cliffs, NJ : Prentice Hall, 1978. 436 p.
ISBN 0-13-360289-3 (pbk) : $5.95

Describes more than 150 jobs and required training for each. Gives tips on selecting a good school for your field. Lists organizations you can contact for more information.

Loughary, John W., and Ripley, Theresa M.
Second chance : everyone's guide to career change. -- Eugene, OR : United Learning Corp., 1975. 163 p. $5.95

Deals with effective career change technique. Gives guideline for preparation and implementation. Annotated bibliographical references grouped under broad subjects.

National Association for Industry Education Cooperation.
Placement services : a training manual. -- Ann Arbor, MI : Prakken Publications, 1977. 157 p.
ISBN 0-911168-35-4 : $9.10

This manual is a self-contained instructional package with suggested learning activities for each chapter, appropriate articles, useful materials listed in the suggested readings and appendices.
Individuals who plan, organize, or direct comprehensive job placement programs will find it very useful.

Pell, Arthur R.
Choosing a college major : business. -- New York : D. McKay, 1978. 183 p.
ISBN 0-679-50845-7 (pbk) : $5.95

Surveys the scope and substance of majors in Business Administration. Gives realistic facts about the types of careers available in the business world, the personal requirements needed in such positions, and the college preparation that will best help you to meet those job requirements.

Souerwine, Andrew H.
Career strategies : planning for personal achievement. -- New York : AMACOM, 1978. 292 p.
ISBN 0-8144-5454-2 : $14.95

Tells you how to develop and implement a strategy that matches career roles and opportunities, how to achieve power and success, how to maximize your strengths and minimize weaknesses, how to set priorities and organize key resources, how to use your organization and your boss to achieve your career goals.

Souther, James W.
Career planning and placement handbook. -- Bethlehem, PA : College Placement Council, Inc., 1975. 52 p. Free.

Contains useful advice and information essential to develop a career planning and placement program. Covers career counseling, job listing and referral, interviews, job-seeking campaigns, staffing and office organization, facilities and equipment, floor plans, procedures and forms, and communications.

Stanat, Kirby, and Reardon, Patrick.
Job hunting secrets & tactics. -- Milwaukee, WI : Follett/Westwind, 1977. 220 p.
ISBN 0-8172-0508-X : $4.95

Reveals the inner working of hiring process, and what personnel recruiter looks for in you. Shows how to make the interviewer want you, how to write and use a resume, how to use employment agencies, and how to beat the competition.

Weinrach, Stephen G., ed.
How career choices are made. -- New York : MSS Information Corp., 1975. 394 p.
ISBN 0-8422 0506-3 (pbk) : $13.63

Four sections including several articles on selected topics.
Section 1: dimensions of counselor functioning, the interaction of vocational counseling with the economic system, a critical look at career guidance, and vocational theories.
Section 2 under Theory: trait and factor counseling, test interpretation in vocational counseling, practical application of the Holland occupational classification in counseling, early determination of vocational development, decision-making approach to guidance, shifting priorities and new techniques for guidance.
Section 3: guiding the disadvantaged, and counseling for college placement.
Section 4: client information in counseling, the employment service, counseling occupations, and how to evaluate career information materials.

VOCATIONAL GUIDANCE--CALIFORNIA

California. Employment Development Dept. Employment Data and Research.
California occupational guide. -- Sacramento, CA : The Department, 1978.
Loose leaf binding.

Presents information on 451 occupations. Includes: job description, working conditions, employment outlook, wages and fringe benefits, entrance and training requirements, advancement, finding the job, additional source of information, related occupational guide, and 9 digit DOT numbers. Kept up to date.

VOCATIONAL GUIDANCE--N.J.

New Jersey. Dept. of Labor and Industry. Division of Planning and Research.
Job guide. -- Trenton, NJ : The Dept. of Labor, 1978.
Loose leaf for updating.

Contains the following information on occupations: nature of work, related occupations, where employed, physical, mental and other requirements, working conditions, wages and benefits, training, cost of education, veteran training opportunities, opportunities for advancement, unions, outlook, where to get more information, and 6 digit DOT numbers.

VOCATIONAL GUIDANCE--U.S.

Lieberoff, Allen J.
Good jobs : high paying opportunities working for yourself or for others. -- Engelwood Cliffs, NJ : Prentice Hall, 1978. 436 p.
ISBN 0-13-360289-3 (pbk) : $5.95

Describes more than 150 jobs and training required for each. Gives tips on selecting a good school for your field. Lists organizations you can contact for more information.

Manpower Research Associates.
Arco handbook of job and career opportunities. -- New York : ARCO, 1978. 301 p.
ISBN 0-668-04328-8 : $3.95

Provides accurate information about most major occupations obtained mainly from the Occupational Outlook Handbook. Its major sections are: Scientific and technical jobs, health jobs, professional jobs, clerical, sales and service jobs, and industrial production jobs.

Mitchell, Joyce S.
I can be anything : careers and colleges for young women. -- New York : College Entrance Examination Board, 1975. 256 p. $4.50 (pbk)

Describes careers for young women. Gives information about more than 90 different careers, telling you what the work is like, what education is needed, what the salaries are, and future prospects.

Myers, Walter Dean.
The world of work : a guide to choosing a career. -- Indianapolis : Bobbs-Merrill, 1975. 264 p.
ISBN 0-672-5187-3 : $7.95

Suggests a method of selecting jobs or careers. Gives information about vocational education, training, resume writing, job interview, counseling, and what to do if you cannot decide on a career. Lists careers that are difficult to break into.

Richmond, Adrianne.
New careers for social workers. -- Chicago : H. Regnery, 1974. 90 p.
ISBN 0-8092-9316-1 (pbk) : $4.95

Part I helps you evaluate yourself in terms of a new career. Part II discusses 78 careers for which your previous experiences have prepared you. Part III gives you step-by-step guidance in transition from an old to a new vocation. In addition, gives information on locating possible employers, making initial contacts, writing resume, and interviewing successfully.

United States. Department of Labor. Bureau of Labor Statistics.
Occupational outlook handbook. --Washington : For sale by U.S. Govt. Print. Off., 1978. 825 p. $8.00

A primary source of the information needed for sound career planning. Includes information about several hundred occupations and 35 major industries. The handbook describes what workers do on the job, the training and education required, advancement possibilities, employment outlook, earnings and working conditions. Lists professional societies, trade associations, unions, and other organizations that can supply additional career information.

Yoemans, William N.
Jobs '76. -- New York : Berkley Publishing, 1976. 296 p.
SBN 425-03060-1 : $2.50

Contains information on jobs. Grouped into two categories: the first category describes jobs that do not require any special major, the second category includes those for which a specific major is usually needed. Gives general description, size of the field, starting salaries, chance of advancement, types of employers, how to contact employers, locations, qualification needed, and outlook.
Includes information on resume, interview, employment agencies, and outlook by major.

VOCATIONAL GUIDANCE--U.S.--BIBLIOGRAPHY

Goodman, Leonard H., and Garrett, Anne E.
A "Starter" file of free occupational literature, 1975. --
Washington : B'nai B'rith Career and Counseling Services, 1975. 54 p.
$2.00

Contains literature which can be used for career counseling needs. Lists 117 pamphlets under relevant subjects with 3 digit DOT number, and with full mailing address of the publishers and distributors. An excellent starter tool for building an occupational collection.

Harvard University. Office of Career Services and Off-Campus Learning. Library
A bibliography of directories, handbooks and guides in the Library of the Office of Career Services and Off-Campus Learning : (a systematic enumerative shelf-list of Harvard's Career Service Library / prepared by Charles Kovacs. -- Cambridge, MA : The Office of Career Services, 1977. 286 p. $25.50

Contains the specialized collection of career related materials of Harvard's Career Service Library. About 4480 individual pieces of material are listed.

VOCATIONAL GUIDANCE--U.S.--DIRECTORIES

Carroll Press.
Career guide to professional associations : a directory of organizations by occupation field. -- Cranston, RI : Carroll Press, 1976. 276 p.
ISBN 910328-06 : $9.86

Lists 2,000 organizations classified by DOT system. Name, address, and titles of their publications are indicated. In addition to these, lists their career aids, awards (if any), their functions, type of educational assistance, type of employment aid, ethics and standards, whether their scope is international, national, or regional.

Directory of counseling services. -- Washington : International Association of Counseling Services, 1978. $4.00

Lists accredited agencies: private counseling agencies, community college counseling centers, and university and college counseling centers with addresses and telephone numbers. Indicates: hours, sponsors, type of counseling, other services, clientele, fees, method of applying, director, and staff number. Arranged state-by-state and under state: city-by-city.

VOCATIONAL GUIDANCE FOR WOMEN

Lembeck, Ruth.
1001 job ideas for today's woman : a checklist guide to the job market. -- Garden City, NY : Doubleday, 1975. 268 p.
ISBN 0-385-04592-1 : $2.50

Presents relevant information about: changing jobs, looking for a part-time job, where to find agencies that specialize in placing women, where women over 55 can work, how to get into volunteer work, how to get more information on job-hunting, and how a woman can further her education.

Schwartz, Laura, and Dorfman, Marcia
How to get a glamour job. -- New York : Quadrangle/The New York Times Book Co., 1977. 244 p.
ISBN 0-8129-0671-3 : $8.95

Helps you learn how to assess the kind of career that is right for you, and how to evaluate a job's potential. Its yellow pages list over 500 leading "glamour" companies, under broad subjects, with addresses and telephone numbers.

Scofield, Nanette E., and Klarman, Betty.
So you want to go back to work. -- New York : Random House, 1968. 208 p. $4.95

Discusses professional and non-professional jobs, and the idea of going back to school. Presents an analysis of the fields which are the most attractive to women: education, health, social work, counseling, and the urban professions. Information on job-getting campaign, going into business on your own, and opportunities for the handicapped woman.

VOCATIONAL INTEREST

Hanson, Gary R., and Cole, Nancy S., ed.
The vocational interest of young adults. -- Iowa City, IA : American College Testing Program, 1973. 132 p. $3.00

Examines the relationship between interest measures obtained in high school and occupational entry 5 years later in terms of the circular configuration of interests and occupations found in previous research.

WAGES--WOMEN--U.S.

U.S. Department of Labor. Employment Standards Administration. Women's Bureau.
Handbook on women workers, 1975. -- Washington : U.S. Govt. Print. Off., 1976. 435 p.
Bulletin 297

Contains facts relating to the present economic, civil, and political status of women workers: participation in the work force, the occupations they hold, their income and earnings, and their education and training. Part II is concerned with Federal and State laws governing women's employment and civil and political status. Part III describes national and international machinery at work to advance the status of women.

WOMEN--EMPLOYMENT--U.S.

Lembeck, Ruth.
1001 job ideas for today's women : a checklist guide to the job market. -- Garden City, NY : Doubleday, 1975. 268 p.
ISBN 0-385-04592-1 : $2.50

Presents relevant information about: changing jobs, looking for a part-time job, where to find agencies that specialize in placing women, where women over 55 can work, how to get into volunteer work, how to get more information on job-hunting and how a woman can further her education.

Mitchell, Joyce S.
I can be anything : careers and colleges for young women. -- New York : College Entrance Examination Board, 1975. 256 p. $4.50 (pbk)

Describes careers for young women. Gives information about more than 90 different careers, telling you what the work is like, what education is needed, what the salaries are, and future prospects.

Pogrebin, Letty Cottin.
Getting yours : how to make the system work for the working woman. -- New York : D. McKay, 1975. 249 p.
ISBN 0-679-50561-X : $8.95

Useful advice on applications, interviews, resumes. Discusses male chauvinist bosses, sexuality traps, and other occupational hazards. Tells you how to fight sex discrimination, and when and how to use legal remedies.
Lists organizations and services.

Scofield, Nanette E., and Ularman, Betty
So you want to go back to work. -- New York : Random House, 1968. 208 p. : $4.95

Discusses professional and non-professional jobs, and the idea of going back to school. Presents an analysis of the fields which are the most attractive to women: education, health, social work, counseling, and the urban professions. Information on job-getting campaign, going into business on your own, and the opportunities for the handicapped woman.

U.S. Department of Labor. Employment Standards Administration. Women's Bureau.
Handbook on women workers, 1975. -- Washington : U.S. Govt. Print. Off., 1976. 435 p.
Bulletin 297

Contains facts relating to the present economic, civil, and political status of women workers: participation in the work force, the occupations they hold, their income and earnings, and their education and training. Part II is concerned with Federal and State laws governing women's employ-

ment and civil and political status. Part III describes national and international machinery at work to advance the status of women.

WOMEN--INFORMATION SERVICES--N.Y. (CITY)--DIRECTORIES
WOMEN--N.Y. (CITY)--SOCIETIES AND CLUBS--DIRECTORIES

Boston Women's Collective.
The New York women's yellow pages. -- New York : St. Martin's Press, 1978. 238 p.
ISBN 0-312-57155-0 (pbk) : $5.95

Essential information about Employment: career planning, job hunting, resume writing; Education: continuing education, financial aid, vocational training, high school equivalency; Money: credit, loans, wills, taxes; Consumer guide: protection agencies, small claims courts; Health: clinic, hospital, cancer screening, home health service; Counseling: specialized agencies, alternative therapies; Older woman: services, financial assistance, discrimination in employment; Children: adoption, services for the special child; Law: marriage contract, divorce; Rape: Women's groups: women's centers, publications, political organizations.

WOMEN--PSYCHOLOGY

Scholz, Nelle Tumlin, Prince, J.S., Gordon, P.M.
How to decide : a guide for women. -- New York : College Entrance Examination Board, 1976. 121 p. $5.95

Designed to meet the changing needs of women by increasing their decision-making ability. Appropriate for women of all ages. It is a step-by-step approach. Helps you to discover your interests, abilities, and special talents. It teaches you how to set goals, how to use assertive behavior, and how to develop a plan of action.

WOMEN IN BUSINESS
WOMEN EXECUTIVES

Rogalin, Wilma C., and Pell, Arthur R.
Women's guide to management positions. -- New York : Simon and Schuster, 1975. 149 p. $2.45

Gives guidelines to the currently employed woman who seeks further advancement; the woman who, having raised her family, wishes to return

to work; the just graduated young woman who is seeking promising occupational opportunities. Presents parameters to the legal remedies available for women.

Lists career counseling services.

YOUTH--EMPLOYMENT--U.S.

Adams, Arvil V., and Mangum, Garth L.
The lingering crisis of youth unemployment. -- Kalamazoo, MI : W.E. Upjohn Institute for Employment Research, 1978. 152 p. $4.00

Covers every aspect of the unemployment problem of young men and women. Based on analysis of recent trends in youth unemployment. Findings of this study state that education and training have a significant positive effect upon the employment and earnings of youth. Presents figures, charts, statistics to emphasize and make easier to comprehend the impact and seriousness of the problem. Reveals that 1.3 million new jobs would reduce youth unemployment to 8.5%: the level of 1960's.

YOUTH--U.S.

National Child Labor Committee, New York.
Rite of passage : the crisis of youth's transition from school to work. -- New York : National Child Labor Committee, 1976. 46 p. Free.

States that the failure to prepare young people properly for adulthood is the direct cause of the rising suicide rate among them, the high number of run-aways from home (1 million), the increase of juvenile crime (1,600% over the last 20 years), and the high rate of unemployment among those 16-24 years old. Lists 16 recommendations to overcome the complexity of these problems.

Occupations and Their Resources for Free Literature

ACCOUNTANTS

American Institute of
Certified Public Accountants
1211 Avenue of the Americas
New York, NY 10036

Inst. of Internal Auditors
249 Maitland Ave.
Altamonte Springs, Fl. 32701

Natl. Assn. of Accountants
919 Third Ave.
New York, NY 10022

Natl. Soc. of Public Accountants
1717 Pennsylvania Ave., NW
Washington, DC 20006

ACTORS AND ACTRESSES

Actor's Equity Association
165 W. 46th St.
New York, NY 10036

Affiliate Artists, Inc.
155 W. 68th St.
New York, NY 10023

American Education Theater Assn.
726 Jackson Pl., NW
Washington, DC 20566

American Guild of Variety
Artists
1540 Broadway
New York, NY 10036

The American Mime Theater
192 Third Ave.
New York, NY 10003

American Puppet Arts Council
59 Barrow St.
New York, NY 10014

American Theater Assn.
1029 Vermont Ave., NW
Suite 402
Washington, DC 20005

American Women in Radio
and TV, Inc.
1321 Connecticut Ave., NW
Washington, DC 20036

Association for Professional
Broadcasting Education
1771 N St., NW
Washington, DC 20036

Center for Understanding Media
75 Horatio St.
New York, NY 10014

The Dramatists Guild, Inc.
234 W. 44th St.
New York, NY 10036

Educational Film Library Assn.
17 W. 60th St.
New York, NY 10023

Information Film Producers
of America, Inc.
1771 N. St., NW
Washington, DC 20036

Internat. Alliance of Theatrical
Stage Employees and Moving
Picture Operators of United
States and Canada
1270 Avenue of the Americas
New York, NY 10020

International Thespian Society
College Hill Station Box E
Cincinnati, OH 45224

Natl. Assn. of Broadcast
Employees and Technicians
1601 Connecticut Ave., NW
Suite 420
Washington, DC 20009
or
80 East Jackson Boulevard
Chicago, IL 60604

Natl. Assn. of Broadcasters
1771 N St., NW
Washington, DC 20036

National Association of
Theater Owners, Inc.
1501 Broadway
New York, NY 10036

National Education Assn.
1201 Sixteenth St., NW
Washington, DC 20036

New Dramatists Committee Inc.
424 W. 44th St.
New York, NY 10036

Screen Actors Guild
7750 Sunset Blvd.
Hollywood, CA 90046

Society of Motion Picture and
Television Engineers
862 Scarsdale Ave.
Scarsdale, NY 10583

ACTUARIES

American Soc. of
Pension Actuaries
1700 K St., NW
Washington, DC 20006

Casualty Actuarial Society
200 E. 42nd St.
New York, NY 10017

Society of Actuaries
208 South LaSalle St.
Chicago, IL 60604

ADVERTISING WORKERS

American Advertising Federation
1225 Connecticut Ave., NW
Washington, DC 20036

American Association of
Advertising Agencies
200 Park Ave.
New York, NY 10017

AEROSPACE ENGINEERS

American Institute of
Aeronautics and Astronautics
1290 Avenue of the Americas
New York, NY 10019

AGRICULTURAL ENGINEERS

American Society of
Agricultural Engineers
2950 Niles Rd.
St. Joseph, MI 49085

AIR-CONDITIONING HEATING AND
REFRIGERATION MECHANICS

Air-conditioning and
Refrigeration Institute
1815 N. Fort Myer Dr.
Arlington, VA 22209

American Gas Association, Inc.
1515 Wilson Blvd.
Arlington, VA 22209

Petroleum Marketing Education
Foundation
P.O. Box 11187
Columbia, SC 29211

AIRPLANE MECHANICS

Air Transport Assn. of America
1709 New York Ave., NW
Washington, DC 20006

Aviation Maintenance Foundation
P.O. Box 739
Basin, WY 82410

AIRPLANE PILOTS

Air Line Pilots Assn. Internat.
1625 Massachusetts Ave., NW
Washington, DC 20036

Air Transport Assn. of America
Public Relations Dept.
1709 New York Ave., NW
Washington, DC 20006

ANTHROPOLOGISTS

The American Anthropological
Association
1703 New Hampshire Ave., NW
Washington, DC 20009

The Archeological Institute
of America
260 W. Broadway
New York, NY 10013

APPLIANCE REPAIRERS

Association of Home
Appliance Manufacturers
20 N. Wacker Dr.
Chicago, IL 60606

ARCHITECTS

The American Institute
of Architects
1735 New York Ave., NW
Washington, DC 20006

The Association of Collegiate
Schools of Architecture, Inc.
1735 New York Ave., NW
Washington, DC 20006

Licensing Examinations:
The National Council of
Architectural Registration Bds.
1735 New York Ave., NW
Suite 700
Washington, DC 20006

ASTRONOMERS

American Astronomical Society
211 FitzRandolph Rd.
Princeton, NJ 08540

AUTOMOBILE BODY REPAIRERS
AUTOMOBILE MECHANICS

Automotive Service Councils Inc.
188 Industrial Dr., Suite 112
Elmhurst, IL 60126

Automotive Service Industry Assn.
230 North Michigan Ave.
Chicago, IL 60601

AUTOMOBILE PARTS COUNTER WORKERS

Automotive Service Industry Assn.
230 N. Michigan Ave.
Chicago, IL 60601

National Automotive Parts Assn.
10400 W. Higgins Rd.
Rosemont, IL 60018

AUTOMOBILE SALES WORKERS

Natl. Automobile Dealers Assn.
2000 K St., NW
Washington, DC 20006

AUTOMOBILE SERVICE ADVISORS

Automotive Service Councils, Inc.
188 Industrial Dr., Suite 112
Elmhurst, IL 60126

Automotive Service Industry Assn.
230 N. Michigan Ave.
Chicago, IL 60601

BANKING INDUSTRY

American Bankers Association
Bank Personnel Division
1120 Connecticut Ave., NW
Washington, DC 20036

Board of Governors
The Federal Reserve System
Personnel Department
Washington, DC 20551

Federal Deposit Insurance Corp.
Director of Personnel
550 17th St., NW
Washington, DC 20429

National Association of
Bank Women, Inc.
National Office
111 E. Wacker Dr.
Chicago, IL 60601

National Bankers Assn.
4310 Georgia Ave., NW
Washington, DC 20011

BARBERS

National Association of
Barber Schools, Inc.
338 Washington Ave.
Huntington, WV 25701

National Association of
Trade and Technical Schools
2021 L St., NW, Room 440
Washington, DC 20036

BARTENDERS

Culinary Institute of America
P.O. Box 53
Hyde Park, NY 12538

BIOCHEMISTS

American Society of
Biological Chemists
9650 Rockville Pike
Bethesda, MD 20014

BIOMEDICAL ENGINEERS

Alliance for Engineering
in Medicine and Biology
Suite 404
4405 East-West Highway
Bethesda, MD 20014

Biomedical Engineering Society
P.O. Box 2399
Culver City, CA 90230

BOILER TENDERS

International Union of
Operating Engineers
1125 17th St., NW
Washington, DC 20036

National Association of
Power Engineers, Inc.
176 West Adams St.
Chicago, IL 60603

BOOKBINDERS AND BINDERY WORKERS

American Newspaper Association
11600 Sunrise Valley Dr.
Reston, VA 20041

Graphic Arts International Union
1900 L St., NW
Washington, DC 20036

Graphic Arts Technical
Foundation
4615 Forbes Ave.
Pittsburgh, PA 15213

Printing Industries
of America, Inc.
1730 N. Lynn St.
Arlington, VA 22201

BRICKLAYERS, STONEMASONS
AND MARBLE SETTERS

Associated General Contractors
of America, Inc.
1957 E St., NW
Washington, DC 20006

Brick Institute of America
1750 Old Meadow Rd.
McLean, VA 22101

Internat. Union of Bricklayers
and Allied Craftsmen Internat.
Masonry Apprenticeship Trust
815 15th St., NW
Washington, DC 20005

BROADCAST TECHNICIANS

Corps. for Public Broadcasting
1111 16th St., NW
Washington, DC 20036

Federal Communications Comm.
Washington, DC 20554

Natl. Assn. of Broadcasters
1771 N St., NW
Washington, DC 20036

BUYERS

National Association of Trade
and Technical Schools
2021 L St., NW
Washington, DC 20036

National Retail Merchants Assn.
100 W. 31st St.
New York, NY 10001

US Off. of Educ. Div. of
Vocational/Technical Education
Washington, DC 20202

CARPENTERS

Associated General Contractors
of America, Inc.
1957 E St., NW
Washington, DC 20006

United Brotherhood of Carpenters
and Joiners of America
101 Constitution Ave., NW
Washington, DC 20005

CEMENT MASONS AND TERRAZZO WORKERS

Associated General Contractors
of America, Inc.
1957 E St., NW
Washington, DC 20006

Internat. Union of Bricklayers
and Allied Craftsmen
815 15th St., NW
Washington, DC 20005

Operative Plasterers' and
Cement Mason Internat. Assn. of
the US and Canada
1125 17th St., NW
Washington, DC 20036

CERAMIC ENGINEERS

American Ceramic Society
65 Ceramic Dr.
Columbus, OH 43214

CHEMICAL ENGINEERS

Amer. Inst. of Chem. Engrs.
345 E. 47th St.
New York, NY 10017

CHEMISTS

American Chemical Society
1155 16th St., NW
Washington, DC 20036

Interagency Board of US Civil
Service Examiners for
Washington, DC
1900 E St., NW
Washington, DC 20415

Manufacturing Chemists Assn.
1825 Connecticut Ave., NW
Washington, DC 20009

CHIROPRACTORS

American Chiropractic Assn.
2200 Grand Ave.
Des Moines, IA 50312

Council on Chiropractic Educ.
3209 Ingersoll St., Suite 206
Des Moines, IA 50312

Internat. Chiropractors Assn.
741 Brady St.
Davenport, IA 52808

CITY MANAGERS

Internat. City Management Assn.
1140 Connecticut Ave., NW
Washington, DC 20036

CIVIL ENGINEERS

Amer. Soc. of Civil Engrs.
345 E. 47th St.
New York, NY 10017

CLAIM REPRESENTATIVES, INSURANCE

Amer. Council of Life Insurance
1850 K St., NW
Washington, DC 20006

Amer. Mutual Insurance Alliance
20 N. Wacker Dr.
Chicago, IL 60606

Insurance Information Institute
110 William St.
New York, NY 10038

The National Association
of Independent Insurers
Public Relations Department
2600 River Rd.
Des Plaines, IL 60018

Natl. Assn. of Public Adjusters
1613 Munsey Building
Baltimore, MD 21202

COLLECTION WORKERS

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Minneapolis, MN 55435

COLLEGE AND UNIVERSITY TEACHERS

American Council on Education
1 Dupont Circle, NW
Washington, DC 20036

American Federation of Teachers
1012 14th St., NW
Washington, DC 20065

US Dept. of HEW
Off. of Education
Washington, DC 20202

COLLEGE CAREER PLANNING AND
PLACEMENT COUNSELORS

The College Placement Council
P.O. Box 2263
Bethlehem, PA 18001

COLLEGE STUDENT PERSONNEL WORKERS

The American Personnel and
Guidance Association
1607 New Hampshire Ave., NW
Washington, DC 20009

COMMERCIAL ARTISTS

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National Educ. Assn.
1916 Association Dr.
Reston, VA 22091

COMPOSITORS PRINTING OCCUPATIONS

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11600 Sunrise Valley Dr.
Reston, VA 20041

Graphic Arts
Technical Foundation
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Pittsburgh, PA 15213

International Typographic
Composition Assn., Inc.
2233 Wisconsin Ave., NW
Washington, DC 20007

Printing Industries of Amer.
1730 N. Lynn St.
Arlington, VA 22209

COMPUTER OPERATING PERSONNEL

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Processing Societies
210 Summit Ave.
Montvale, NJ 07645

COMPUTER SERVICE TECHNICIANS

US Off. of Educ., Div. of
Vocational/Technical Educ.
Washington, DC 20202

CONSERVATION OCCUPATIONS

see under:

FORESTER, FORESTRY TECHNICIAN
RANGE MANAGER AND SOIL-
CONSERVATIONIST

CONSTRUCTION INSPECTORS (GOVT.)

International Conference of
Building Officials
5360 South Workman Mill Rd.
Whittier, CA 90601

CONSTRUCTION LABORERS

Laborer's-Associated Genl.
Contractors' Education and
Training Program
1730 Rhode Island Ave.
Suite 909
Washington, DC 20036

Laborers' International Union
of North America
905 16th St., NW
Washington, DC 20006

CONSTRUCTION OCCUPATIONS

Amer. Fed. of Labor and Congress of Ind. Organizations, Building and Constr. Trades Dept.
815 16th St., NW
Washington, DC 20006

Associated General Contractor of America, Inc.
1957 E St., NW
Washington, DC 20006

Natl. Assn. of Home Builders
15th St. and M St., NW
Washington, DC 20005

COOKS AND CHEFS

Culinary Inst. of America
P.O. Box 53
Hyde Park, NY 12538

Educ. Dir., Natl. Institute for the Foodservice Industry
120 South Riverside Plaza
Chicago, IL 60606

The Educ. Inst., Amer. Hotel and Motel Assn.
1407 S. Harrison Rd.
Michigan State University
Stephen S. Nisbet Bldg.
East Lansing, MI 48823

COOPERATIVE EXTENSION SERVICE WORKERS

Ext. Service, US Dept. of Agr.
Washington, DC 20250

CORRECTION OFFICERS

American Correctional Assoc.
Natl. Offender's Services
Contact Center
P.O. Box 81826
Lincoln, NE 68501

COSMETOLOGISTS

Cosmetology Accrediting Commiss.
1707 L St., NW, Room 440
Washington, DC 20036

Journeymen Barbers, Hairdresser, Cosmetologists, and Proprietors International Union of America
7050 W. Washington St.
Indianapolis, IN 46241

National Association of Cosmetology Schools
599 S. Livingston Ave.
Livingston, NJ 07039

National Beauty Career Center
3839 White Plains Rd.
Bronx, NY 19467

National Hairdressers and Cosmetologists Association
3510 Olive St.
St. Louis, MO 63103

CREDIT MANAGERS

Internat. Consumer Credit Assn.
375 Jackson Ave.
St. Louis, MO 63130

National Association of
Credit Management
475 Park Ave., South
New York, NY 10016

Natl. Consumer Finance Assn.
1000 16th St., NW
Washington, DC 20036

DANCERS

American Dance Guild
1619 Broadway, Room 603
New York, NY 10019

Natl. Dance Assn., A Div. of
the Amer. Alliance for Health,
Phys. Educ. and Recreation
1201 16th St., NW
Washington, DC 20036

DENTAL ASSISTANTS

Amer. Dental Assistants Assn.
211 E. Chicago Ave.
Chicago, IL 60611

US Dept. of HEW, PHS
Div. of Dentistry
9000 Rockville Pike
Bethesda, MD 20014

DENTAL HYGIENISTS

Licensing: State Board of
Dental Examiners in each State
or
The Natl. Bd. of Dent. Examiners
211 E. Chicago Ave.
Chicago, IL 60611

Office of Education
American Dent. Hygienists' Assn.
211 E. Chicago Ave.
Chicago, IL 60611

DENTAL LABORATORY TECHNICIANS

American Dental Assn.
Council on Dental Education
211 E. Chicago Ave.
Chicago, IL 60611

National Association of
Dental Laboratories
3801 Mt. Vernon Ave.
Alexandria, VA 22305

US Dept. of HEW, PHS
Division of Dentistry
9000 Rockville Pike
Bethesda, MD 20014

Scholarships: American Fund
for Dental Health
211 East Chicago Ave.
Chicago, IL 60611

DENTISTS

Amer. Assoc. of Dental Schools
1625 Massachusetts Ave., NW
Washington, DC 20036

American Dental Assn.
Council on Dental Education
211 East Chicago Ave.
Chicago, IL 60611

US Dept. of HEW, PHS
Div. of Dentistry
9000 Rockville Pike
Bethesda, MD 20014

DIESEL MECHANICS

Internat. Assoc. of Machinists
and Aerospace Workers
1300 Connecticut Ave., NW
Washington, DC 20036

DIETITIANS

The American Dietetic Assn.
430 N. Michigan Ave., 10th fl.
Chicago, IL 60611

DISPENSING OPTICIANS

Internat. Union of Electrical,
Radio and Machine Workers
1176 16th St., NW
Washington, DC 20036

National Academy of Opticianry
514 Chestnut St.
Big Rapids, MI 49307

National Federation of
Opticianry Schools
300 Jay St.
Brooklyn, NY 11201

Opticians Assn. of America
1250 Connecticut Ave., NW
Washington, DC 20036

DRAFTERS

American Institute for
Design and Drafting
3119 Price Rd.
Bartlesville, OK 74003

Internat. Fed. of Professional
and Technical Engineers
1126 16th St., NW
Washington, DC 20036

DRYWALL INSTALLERS & FINISHERS

Internat. Assn. of Wall and
Ceiling Contractors/Gypsum
Drywall Contractors Internat.
1711 Connecticut Ave., NW
Washington, DC 20009

Natl. Joint Painting Decorating,
and Drywall Apprenticeship and
Training Committee
1709 New York Ave., NW
Washington, DC 20006

ECONOMISTS

American Economic Assn.
1313 21st Ave., South
Nashville, TN 37212

National Association of
Business Economists
28349 Chagrin Blvd., Suite 201
Cleveland, OH 44122

ELECTRIC SIGN REPAIRERS

National Electric Sign Assn.
2625 Butterfield Rd.
Oak Brook, IL 60521

ELECTRICAL ENGINEERS

Inst. of Elec. & Electronic
Engineers/US Activities Bd.
2029 K St., NW
Washington, DC 20006

ELECTRICIANS (CONSTRUCTION)

International Brotherhood of
Electrical Workers
1125 15th St., NW
Washington, DC 20005

Natl. Electr. Contractors Assn.
7315 Wisconsin Ave., NW
Washington, DC 20014

National Joint Apprenticeship
and Training Committee for
the Electrical Industry
9700 E. George Palmer Hwy.
Lanham, MD 20801

ELECTROCARDIOGRAPH TECHNICIANS

American Hospital Assn.
840 N. Lake Shore Dr.
Chicago, IL 60611

American Cardiology
Technologists Assn.
Scott and White Clinic
Temple, TX 76501

ELECTRO-ENCEPHALOGRAPHIC
TECHNOLOGISTS AND TECHNICIANS

American Hospital Assn.
840 N. Lake Shore Dr.
Chicago, IL 60611

Ms. Sandra Clenney, R. EEGT.
EEG 005
Upham Hall, O.S.U. Hospital
Columbus, OH 43210

ELECTRONICS OCCUPATIONS

Electronic Industries Assn.
2001 Eye St., NW
Washington, DC 20006

ELECTROPLATERS

American Electroplaters Soc.
1201 Louisiana Ave.
Winter Park, FL 23609

Natl. Assn. of Metal Finishers
22 South Park
Montclair, NJ 07042

ELECTROTYPERS AND STEREO-TYPERS

American Newspaper Pub. Assn.
11600 Sunrise Valley Dr.
Reston, VA 20041

Graphic Arts
Technical Foundation
4615 Forbes Ave.
Pittsburgh, PA 15213

Internat. Printing and Graphic
Communications Union
1730 Rhode Island Ave., NW
Washington, DC 20036

Printing Industries of America
1730 N. Lynn St.
Arlington, VA 22209

ELEVATOR CONSTRUCTORS

International Union of
Elevator Constructors
5565 Sterrett Place
Clark Bldg., Suite 332
Columbia, MD 21044

EMERGENCY MEDICAL TECHNICIANS

National Registry of Emergency
Medical Technicians
1395 East Dublin-Granville Rd.
P.O. Box 29233
Columbus, OH 43229

EMPLOYMENT COUNSELORS

Natl. Employment Counselors Assn.
1607 New Hampshire Ave., NW
Washington, DC 20009

Natl. Vocational Guidance Assn.
1607 New Hampshire Ave., NW
Washington, DC 20009

US Dept. of Labor, Employment
and Training Admin., Div. of
Counseling and Testing
Washington, DC 20210

ENGINEERING AND SCIENCE TECHNICIANS

Amer. Assn. of Community and
Jr. Colleges, Suite 410
One Dupont Circle
Washington, DC 20036

Engineers Council for
Professional Development
345 E. 47th St.
New York, NY 10017

Natl. Assn. of Trade & Technical
Schools, Accrediting Comm.
2021 K St., NW
Washington, DC 20036

National Home Study Council
1601 18th St., NW
Washington, DC 20009

US Dept. of HEW
Office of Education
Washington, DC 20202

ENGINEERS

American Society for
Engineering Education
One Dupont Circle, Suite 400
Washington, DC 20036

Directory of Engineering Socs.
pub. by Engineers Joint Council
345 E. 47th St.
New York, NY 10017

Engineers' Council for
Professional Development
345 E. 47th St.
New York, NY 10017

Engineering Manpower Comm. of
Engineers Joint Council
345 E. 47th St.
New York, NY 10017

Internat. Fed. of Professional
and Technical Engineers
1126 16th St., NW
Washington, DC 20036

National Society of
Professional Engineers
2029 K St., NW
Washington, DC 20006

FARM EQUIPMENT MECHANICS

National Farm and Power
Equipment Dealers Assn.
10877 Watson Rd.
St. Louis, MO 63127

FBI SPECIAL AGENTS

US Dept. of Justice, FBI
Washington, DC 20535

FIREFIGHTERS

Internat. Assn. of Fire Chiefs
1725 K St., NW
Washington, DC 20006

Natl. Fire Protection Assn.
470 Atlantic Ave.
Boston, MA 02210

FLIGHT ATTENDANTS

Air Transport Assoc. of Amer.
1709 New York Ave., NW
Washington, DC 20006

FLOOR COVERING INSTALLERS

Carpet and Rug Institute
P.O. Box 2048
Dalton, GA 30720

Resilient Floor Covering Inst.
1030 15th St., NW, Suite 350
Washington, DC 20005

FOOD COUNTER WORKERS

Culinary Institute of America
P.O. Box 53
Hyde Park, NY 12538

National Institute for
the Food Service Industry
120 S. Riverside Plaza
Chicago, IL 60606

FLORAL DESIGNERS

Society of American Florists
901 N. Washington St.
Alexandria, VA 22314

FOOD SCIENTISTS

Institute of Food Technologists
221 N. LaSalle St., Suite 2120
Chicago, IL 60601

FORESTERS

American Forest Institute
1619 Massachusetts Ave., NW
Washington, DC 20036

American Forestry Association
1319 18th St., NW
Washington, DC 20036

National Forest Products Assn.
1619 Massachusetts Ave., NW
Washington, DC 20036

Society of American Foresters
5400 Grosvenor Lane
Washington, DC 20014

US Dept. of Agriculture
Forest Service
Washington, DC 20250

FORESTRY TECHNICIANS

Society of American Foresters
5400 Grosvenor Lane
Washington, DC 20014

US Dept. of Agriculture
Forest Service
Washington, DC 20250

FORGE SHOP OCCUPATIONS

The Forging Industry Assn.
55 Public Square
Cleveland, OH 44113

The Open Die Forging Inst.
102 Pageant Ave.
Rogers, AR 72756

FOUNDRY OCCUPATIONS

American Foundrymen's Society
Gold and Wolf Rds.
Des Plaines, IL 60016

International Molders' and
Allied Workers' Union
1225 E. McMillan St.
Cincinnati, OH 45206

FUNERAL DIRECTORS AND EMBALMERS

The American Board of Funeral
Service Education, Inc.
201 Columbia St.
Fairmont, WV 26554

Natl. Funeral Directors Assn.
of the US, Inc.
135 W. Wells St.
Milwaukee, WI 53203

National Selected Morticians
1616 Central St.
Evanston, IL 60201

GEOGRAPHERS

Assn. of American Geographers
1710 16th St., NW
Washington, DC 20009

GEOLOGISTS

American Geological Institute
5205 Leesburg Pike
Falls Church, VA 22041

Interagency Bd. of US Civil
Service Examiners for
Washington, DC
1900 E. St., NW
Washington, DC 20415

GEOPHYSICISTS

American Geophysical Union
1909 K St., NW
Washington, DC 20006

Interagency Bd. of US Civil
Service Examiners for
Washington, DC
1900 E St., NW
Washington, DC 20415

Society of Exploration
Geophysicists
P.O. Box 3098
Tulsa, OK 74101

GLAZIERS

Internat. Brotherhood of
Painters and Allied Trades
1750 New York Ave., NW
Washington, DC 20006

GUIDANCE COUNSELORS

Natl. Employment Counselors Assn.
1607 New Hampshire Ave., NW
Washington, DC 20009

Natl. Vocational Guidance Assn.
1607 New Hampshire Ave., NW
Washington, DC 20009

HEALTH SERVICES ADMINISTRATORS

Amer. Coll. of Hospital Admin.
840 N. Lake Shore Dr.
Chicago, IL 60611

American College of Nursing
Home Administrators
4650 East-West Hwy.
Washington, DC 20014

Amer. Public Health Assn.
Div. of Program Services
1015 18th St., NW
Washington, DC 20036

Assn. of University Programs
in Health Administration
One Dupone Circle, NW
Washington, DC 20036

National Health Council
Health Careers Program
1740 Broadway
New York, NY 10019

HISTORIANS

American Historical Assoc.
400 A St., SE
Washington, DC 20003

National Trust for
Historic Preservation
740 Jackson Place, NW
Washington, DC 20006

Organization of Amer. Historians
Indiana University
112 N. Bryan St.
Bloomington, IN 47401

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HOME ECONOMISTS

American Home Economics Assoc.
2010 Massachusetts Ave., NW
Washington, DC 20036

HOTEL OCCUPATIONS

Council on Hotel, Restaurant
and Institutional Education
11 Koger Executive Center
Suite 219
Norfolk, VA 23502

The Educ. Inst. of the Amer.
Hotel and Motel Assn.
1407 S. Harrison Rd.
East Lansing, MI 48823

Natl. Exec. Housekeepers Assn.
Business & Professional Bldg.
414 Second Ave.
Gallipolis, OH 45631

INDUSTRIAL DESIGNERS

Ind. Designers Soc. of America
1750 Old Meadow Rd.
McLean, VA 22101

INDUSTRIAL ENGINEERS

Amer. Inst. of Ind. Engineers
25 Technology Park/Atlanta
Norcross, GA 30092

INDUSTRIAL MACHINERY REPAIRERS

Internat. Union of Elec., Radio
and Machine Workers
1126 16th St., NW
Washington, DC 20036

Internat. Union, United Automobile,
Aerospace, and Agr. Implement
Workers of America
8000 East Jefferson Ave.
Detroit, MI 48214

INDUSTRIAL TRAFFIC MANAGERS

American Society of Traffic
and Transportation, Inc.
547 West Jackson Blvd.
Chicago, IL 60606

American Trucking Assn., Inc.
1616 P St., NW
Washington, DC 20036

National Association of
Trade and Technical Schools
2021 L St., NW
Washington, DC 20036

INSPECTORS (MANUFACTURING)

Amer. Soc. for Quality Control
161 West Wisconsin Ave.
Milwaukee, WI 53203

INSTRUMENT REPAIRERS

Instrument Soc. of America
400 Stanwix St.
Pittsburgh, PA 15222

INSURANCE AGENTS AND BROKERS

Amer. Council of Life Insurance
1850 K St., NW
Washington, DC 20006

Amer. Mutual Ins. Alliance
20 N. Wacker Dr.
Chicago, IL 60606

Insurance Information Inst.
110 William St.
New York, NY 10038

Natl. Assoc. of Ind. Insurers
Public Relations Department
2600 River Rd.
Des Plaines, IL 60018

Natl. Assoc. of Ins. Agents
85 John St.
New York, NY 10038

Natl. Assn. of Life Underwriters
1922 F St., NW
Washington, DC 20006

INTERIOR DESIGNERS

Amer. Soc. of Interior Designers
730 Fifth Ave.
New York, NY 10019

INTERPRETERS

The American Association of
Language Specialists
1000 Connecticut Ave., NW
Suite 9
Washington, DC 20036

Georgetown Univ., School of
Lang. and Ling., Div. of
Interpretation and Translation
Washington, DC 20057

Monterey Inst. of For. Studies
Dept. of Tr. and Interpretation
P.O. Box 1978
Monterey, CA 93940

United Nations Secretariat
Recruitment Service
New York, NY 10017

US Dept. of State
Lang. Services Div.
Washington, DC 20520

IRONWORKERS

Associated General Contractors
of America, Inc.
1957 E St., NW
Washington, DC 20006

JEWELERS

Jewelers Circular Keystone
Chilton Way
Radnor, PA 19089

The Jewelry Institute
340 Howard Building
155 Westminster St.
Providence, RI 02903

Retail Jewelers of America
10 Rooney Circle
West Orange, NJ 07052

KEYPUNCH OPERATORS

Amer. Fed. of Information
Processing Societies
210 Summit Ave.
Montvale, NJ 07645

LANDSCAPE ARCHITECTS

Amer. Soc. of Landscape Arch.
1750 Old Meadow Rd.
McLean, VA 22101

US Dept. of Agriculture
Forest Service
Washington, DC 20250

LATHERS

Internat. Assn. of Wall and
Ceiling Contractors/Gypsum
Drywall Contractors Internat.
1711 Connecticut Ave., NW
Washington, DC 20009

National Lathing Industries
Joint Apprenticeship Program
815 16th St., NW
Washington, DC 20006

LAWYERS

The American Bar Assn.
Information Services
1155 E. 60th St.
Chicago, IL 60637

Assn. of American Law Schools
One Dupont Circle NW, Suite 370
Washington, DC 20036

LIBRARIANS

American Library Assn.
50 East Huron St.
Chicago, IL 60611

American Society for
Information Science
1140 Connecticut Ave., NW
Washington, DC 20036

US Dept. of HEW, Off. of Educ.
Office of Libraries and
Learning Resources
Washington, DC 20202

L.C. Federal Library Comm.
Secretariat, Room 310
Washington, DC 20540

Special Libraries Assn.
235 Park Ave., South
New York, NY 10003

LIBRARY TECHNICIANS & ASSISTANTS

Amer. Library Assn., Off. of
Library Personnel Resources
50 East Huron St.
Chicago, IL 60611

Council on Library
Technical Assistants
Schools Management Institute
750 Brooksedge Blvd.
Westerville, OH 43081

US Civil Service Commission
Washington Area Office
1900 E St., NW
Washington, DC 20415

New York Office
26 Federal Plaza
New York, NY 10007

LICENSED PRACTICAL NURSES

Veterans Administration
Dept. of Medicine and Surgery
Washington, DC 20420

Natl. Assn. for Practical Nurse
Education and Service, Inc.
122 E. 42nd St., Suite 800
New York, NY 10017

National Federation of Licensed
Practical Nurses, Inc.
250 W. 57th St.
New York, NY 10019

Natl. League for Nursing
10 Columbus Circle
New York, NY 10019

LIFE SCIENTISTS

American Institute of
Biological Sciences
1401 Wilson Blvd.
Arlington, VA 22209

American Physiological Soc.
Education Office
9650 Rockville Pike
Bethesda, MD 20014

American Society for
Horticultural Science
National Center for
American Horticulture
Mt. Vernon, VA 22121

LITHOGRAPHERS, PRINTING

Amer. Newspaper Publishers Assn.
11600 Sunrise Valley Dr.
Reston, VA 20041

American Photoplatemakers Assn.
105 W. Adams St., Suite 905
Chicago, IL 60603

Graphic Arts Internat. Union
1900 L St., NW
Washington, DC 20036

Graphic Arts
Technical Foundation
4615 Forbes Ave.
Pittsburgh, PA 15213

International Printing and
Graphic Communications Union
1730 Rhode Island Ave., NW
Washington, DC 20036

Printing Industries of America
1730 N. Lynn St.
Arlington, VA 22201

LOCKSMITHS

Associated Locksmiths of America
3003 Live Oak St.
Dallas, TX 75204

MANUFACTURERS' SALES WORKERS

Manufacturers' Agents Natl. Assn.
P.O. Box 16878
Irvine, CA 92713

Sales and Marketing Executives
Internat. Career Educ. Div.
380 Lexington Ave.
New York, NY 10017

MARKETING RESEARCH WORKERS

American Marketing Assn.
222 S. Riverside Plaza
Chicago, IL 60606

MATHEMATICIANS

American Mathematical Society
P.O. Box 6248
Providence, RI 02940

Interagency Board of US
Civil Service Examiners
1900 E St., NW
Washington, DC 20415

Mathematical Assn. of America
1225 Connecticut Ave., NW
Washington, DC 20036

Soc. for Ind. and Applied Math.
33 S. 17th St.
Philadelphia, PA 19103

MEATCUTTERS

Amalgamated Meat Cutters and
Butcher Workmen of N. America
2800 N. Sheridan Rd.
Chicago, IL 60657

MECHANICAL ENGINEERS

The American Society of
Mechanical Engineers
345 E. 47th St.
New York, NY 10017

MEDICAL LABORATORY WORKERS

Accrediting Bureau of Medical
Laboratory Schools
Oak Manor Office
29089 U.S. 20 West
Elkhart, IN 46514

American Medical Assn., Dept. of
Allied Health Evaluation
535 N. Dearborn St.
Chicago, IL 60610

American Medical Technologists
710 Higgins Rd.
Park Ridge, IL 60068

American Society for
Medical Technology
5555 W. Loop South
Bellaire, TX 77401

American Society of
Clinical Pathologists
Board of Registry
P.O. Box 4872
Chicago, IL 60680

National Institutes of Health
Clinical Center
Bethesda, MD 20014

International Society for
Clinical Laboratory Technology
805 Ambassador Building
411 N. Seventh St.
St. Louis, MO 63101

MEDICAL RECORD ADMINISTRATORS

American Medical Record Assn.
John Hancock Center, Suite 1850
875 N. Michigan Ave.
Chicago, IL 60611

MEDICAL RECORD TECHNICIANS
AND CLERKS

American Medical Record Assn.
John Hancock Center, Suite 1850
875 N. Michigan Ave.
Chicago, IL 60611

MERCHANT MARINE OFFICERS

International Organization of
Masters, Mates and Pilots
39 Broadway
New York, NY 10006

National Marine Engineers'
Beneficial Association
17 Battery Pl.
New York, NY 10004

US Department of Commerce
Maritime Administration
Office of Maritime Manpower
Washington, DC 20235

MERCHANT MARINE SAILORS

Natl. Maritime Union of America
36 Seventh Ave.
New York, NY 10011

Seafarer's International Union
of North America
675 Fourth Ave.
Brooklyn, NY 11232

US Department of Commerce
Maritime Administration
Office of Maritime Manpower
Washington, DC 20235

METALLURGICAL ENGINEERS

American Society for Metals
Metals Park, OH 44073

The Metallurgical Soc. of the
Amer. Inst. of Mining, Metal-
lurgical, and Petroleum Engineers
345 E. 47th St.
New York, NY 10017

METEOROLOGISTS

American Geophysical Union
1909 K St., NW
Washington, DC 20006

American Meteorologist Society
45 Beacon St.
Boston, MA 02108

Natl. Oceanic & Atmospheric Admin.
Personnel Operations Branch, AD 41
6001 Executive Blvd.
Rockville, MD 20852

MILLWRIGHTS

United Brotherhood of Carpenters
and Joiners of America
101 Constitution Ave.,NW
Washington, DC 20001

MINING ENGINEERS

The Soc. of Mining Engineers of
the American Inst. of Mining,
Metallurgical, and Petroleum
Engineers
540 Arapeen Dr.--Research Park
Salt Lake City, UT 84108

MUSICIANS

Amer. Fed. of Musicians
(AFL-CIO)
1500 Broadway
New York, NY 10036

American Guild of Organists
630 Fifth Ave.
New York, NY 10020

American Music Conference
150 E. Huron
Chicago, IL 60611

Music Educators Natl. Conf.
1902 Association Dr.
Reston, VA 22091

Natl. Assn. of Schools of Music
11250 Roger Bacon Dr.
Reston, VA 22090

NEWSPAPER REPORTS

American Council on Education
for Journalism
School of Journalism
University of Missouri
Columbia, MO 65201

American Newspaper Publishers
Association Foundation
P.O. Box 17407
Dulles International Airport
Washington, DC 20041

Association for Education
in Journalism
102 Reavis Hall
Northern Illinois University
Dekalb, IL 60115

The Newspaper Fund, Inc.
Box 300
Princeton, NJ 08540

The Newspaper Guild
Research and Infor. Dept.
1125 15th St., NW
Washington, DC 20005

The Society of Professional Journalists, Sigma Delta Chi
35 E. Wacker Dr.
Chicago, IL 60601

Women in Communications, Inc.
P.O. Box 9561
Austin, TX 78766

NURSING AIDES, ORDERLIES, AND ATTENDANTS

Div. of Careers and Recruitment
American Hospital Assn.
840 N. Lake Shore Dr.
Chicago, IL 60611

NURSES

see

LICENSED PRACTICAL NURSES
REGISTERED NURSES

NUTRITIONISTS

American Institute of Nutrition
9650 Rockville Pike
Bethesda, MD 20014

American Dietetic Assoc.
430 N. Michigan Ave.
Chicago, IL 60611

OCCUPATIONAL SAFETY AND HEALTH WORKERS

Amer. Industrial Hygiene Assn.
66 S. Miller Rd.
Akron, OH 44313

Amer. Soc. of Safety Engineers
850 Busse Highway
Park Ridge, IL 60068

National Inst. for Occupational Safety and Health
Div. of Training and Manpower Development
4676 Columbia Parkway
Cincinnati, OH 45226

Soc. of Fire Protection Engineers
60 Batterymarch St.
Boston, MA 02110

OCCUPATIONAL THERAPISTS

American Occupational Therapy Assn.
6000 Executive Blvd.
Rockville, MD 20852

OCEANOGRAPHERS

American Society of Limnology and Oceanography, Great Lakes Research Division, Univ. of Mich.
Ann Arbor, MI 48109

Internat. Oceanographic Foundation
3979 Rickenbacker Causeway
Virginia Key
Miami, FL 33149

US Civil Service Commission
Washington Area Office
1900 E St., NW
Washington, DC 20415

New York Area Office
26 Federal Plaza
New York, NY 10007

OPERATING ENGINEERS
(CONSTRUCTION MACHINERY OPERATORS)

Associated General Contractors
of America, Inc.
1957 E St., NW
Washington, DC 20006

International Union of
Operating Engineers
1125 17th St., NW
Washington, DC 20036

OPERATING ROOM TECHNICIANS

A.M.A., Dept. of Allied
Health Evaluation
535 N. Dearborn St.
Chicago, IL 60610

Assoc. of Operating Room
Technicians, Inc., Suite 201
1100 West Littleton Blvd.
Littleton, CO 80120

OPHTHALMIC LABORATORY TECHNICIANS

Internat. Union of Electrical
Radio and Machine Workers
1126 16th St., NW
Washington, DC 20036

National Academy of Opticianry
514 Chestnut St.
Big Rapids, MI 49307

Natl. Fed. of Opticianry Schools
300 Jay St.
Brooklyn, NY 11202

Opticians Assn. of America
1250 Connecticut Ave., NW
Washington, DC 20036

OPTOMETRISTS

American Optometric Assn.
7000 Chippewa St.
St. Louis, MO 63119

OSTEOPATHIC PHYSICIANS

American Assn. of Colleges of
Osteopathic Medicine
4720 Montgomery Lane
Washington, DC 20014

American Osteopathic Assn.
Dept. of Public Relations
212 E. Ohio St.
Chicago, IL 60611

PAINTERS AND PAPERHANGERS

International Brotherhood of
Painters and Allied Trades
1750 New York Ave., NW
Washington, DC 20006

Natl. Joint Painting Decorating,
and Drywall Apprenticeship and
Training Committee
1709 New York Ave., NW
Washington, DC 20006

Painting and Decorating
Contractors Assn. of America
7223 Lee Highway
Falls Church, VA 22046

PARK, RECREATION, AND LEISURE
SERVICE WORKERS

American Camping Assn.
Bradford Woods
Martinsville, IN 46151

Natl. Industrial Recreation Assn.
20 N. Wacker Dr.
Chicago, IL 60606

Natl. Recreation and Park Assn.
Div. of Professional Services
1601 N. Kent St.
Arlington, VA 22209

PARKING ATTENDANTS

Natl. Parking Assn.
1101 17th St., NW
Washington, DC 20036

PATTERN GRADERS, APPAREL,
PATTERNMAKERS, APPAREL

American Apparel Manufacturers Assn.
1611 N. Kent St., Suite 800
Arlington, VA 22209

Amalgamated Clothing and Textile
Workers Union
15 Union Square
New York, NY 10003

Apparel Manufacturers Assn.
1440 Broadway
New York, NY 10018

Fur Inf. and Fashion Council
101 W. 30th St.
New York, NY 10001

International Ladies Garment
Workers Union
1710 Broadway
New York, NY 10019

Natl. Knitted Outerwear Assn.
51 Madison Ave.
New York, NY 10010

Natl. Outerwear & Sportswear Assn.
One Pennsylvania Plaza
New York, NY 10001

United Garment Workers of Amer.
200 Park Ave., S., Room 1614
New York, NY 10003

PERSONNEL AND
LABOR RELATIONS WORKERS

Amer. Soc. for Personnel Admin.
19 Church St.
Berea, OH 44017

American Society for
Training and Development
P.O. Box 5307
Madison, WI 53705

International Personnel
Management Association
1313 E. 60th St.
Chicago, IL 60637

NLRB, Director of Personnel
1717 Pennsylvania Ave., NW
Washington, DC 20570

PEST CONTROLLERS

Natl. Pest Control Assn., Inc.
8150 Leesburg Pike
Vienna, VA 22180

PETROLEUM ENGINEERS

Society of Petroleum Engineers
of AIME
6200 North Central Expressway
Dallas, TX 75206

PHARMACISTS

American Association of
Colleges of Pharmacy
Office of Student Affairs
4630 Montgomery Ave., Suite 201
Bethesda, MD 20014

American Council on Pharma-
ceutical Education
One East Wacker Dr.
Chicago, IL 60601

American Pharmaceutical Assn.
2215 Constitution Ave., NW
Washington, DC 20037

Natl. Assn. of Bds. of Pharmacy
One East Wacker Dr.
Chicago, IL 60601

National Association of Chain
Drug Stores
1911 Jefferson Highway
Arlington, VA 22202

Natl. Assn. of Retail Druggists
1750 K St., NW
Washington, DC 20006

PHOTOENGRAVERS, PRINTING

American Newspaper Publishers Assn.
11600 Sunrise Valley Dr.
Reston, VA 20041

American Photoplatemakers Assn.
105 W. Adams St., Suite 950
Chicago, IL 60603

Graphic Arts Internat. Union
1900 L St., NW
Washington, DC 20036

Graphic Arts Technical Foundation
4615 Forbes Ave.
Pittsburgh, PA 15213

Photographic Art & Science Foundation
111 Stratford Rd.
Des Plaines, IL 60016

Printing Industries of America
1730 N. Lynn St.
Arlington, VA 22209

PHOTOGRAPHERS

Photographic Art & Science
Foundation
111 Stratford Rd.
Des Plaines, IL 60016

Professional Photographers
of America, Inc.
1090 Executive Way
Des Plaines, IL 60018

PHOTOGRAPHIC LABORATORY OCCUPATIONS

Photo Marketing Assn.
603 Lansing Ave.
Jackson, MI 49202

Photographic Art & Science
Foundation
111 Stratford Rd.
Des Plaines, IL 60016

Professional Photographers
of America, Inc.
1090 Executive Way
Des Plaines, IL 60018

PHYSICAL THERAPISTS

American Physical Therapy Assn.
1156 15th St., NW
Washington, DC 20005

PHYSICIANS

Assn. of Amer.Medical Colleges
One Dupont Circle, NW, Suite 200
Washington, DC 20036

AMA, Council on Medical Educ.
535 N. Dearborn St.
Chicago, IL 60610

PHYSICISTS

American Institute of Physics
335 E. 45th St.
New York, NY 10017

Interagency Board of US Civil
Service Examiners
1900 E St., NW
Washington, DC 20415

PIANO AND ORGAN TUNERS
AND REPAIRERS

Piano Technicians Guild, Inc.
P.O. Box 1813
Seattle, WA 98111

PLASTERERS

Bricklayers, Masons & Plasterers'
Internat. Union of America
815 15th St., NW
Washington, DC 20005

Internat. Assn. of Wall and Ceiling Contractors/Gypsum Drywall Contractors Internat.
1711 Connecticut Ave., NW
Washington, DC 20009

Operative Plasterers' and Cement Masons' Internat. Assn. of the US and Canada
1125 17th St., NW
Washington, DC 20036

PLUMBERS AND PIPEFITTERS

Natl. Assn. of Plumbing-Heating-Cooling Contractors
1016 20th St., NW
Washington, DC 20036

Natl. Automatic Sprinkler and Fire Control Association
P.O. Box 719
Mt. Kisco, NY 10549

United Assn. of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada
901 Massachusetts Ave., NW
Washington, DC 20001

PODIATRISTS

American Assn. of Colleges of Podiatric Medicine
20 Chevy Chase Circle, NW
Washington, DC 20015

American Podiatry Assn.
20 Chevy Chase Circle, NW
Washington, DC 20015

POLICE OFFICERS

Internat. Assn. of Chiefs of Police
11 Firstfield Rd.
Gaithersburg, MD 20760

POLITICAL SCIENTISTS

Amer. Political Science Assn.
1527 New Hampshire Ave., NW
Washington, DC 20036

PRINTING PRESS OPERATORS AND ASSISTANTS

Amer. Newspaper Publishers Assn.
1160 Sunrise Valley Dr.
Reston, VA 20041

Graphic Arts Internat. Union
1900 L St., NW
Washington, DC 20036

Graphic Arts Technical Foundation
4615 Forbes Ave.
Pittsburgh, PA 15213

International Printing and Graphic Communications Union
1730 Rhode Island Ave., NW
Washington, DC 20036

Printing Industries of America
1730 N. Lynn St.
Arlington, VA 22209

PRODUCTION PAINTERS

Federation of Societies for
Coatings Technology
1315 Walnut St
Philadelphia, PA 19107

Materials Marketing Associates
Shepard-Benning Building
520 Pleasant St.
St. Joseph, MI 49085

PROGRAMMERS, ELECTRONIC COMPUTER

American Federation of
Information Processing Societies
210 Summit Ave.
Montvale, NJ 07645

Assn. for Computing Machinery
1133 Avenue of the Americas
New York, NY 10036

PSYCHOLOGISTS

American Psychological Assn.
Educational Affairs Office
1200 17th St., NW
Washington, DC 20036

PUBLIC RELATIONS WORKERS

Public Relations Soc. of America
Career Information
845 Third Ave.
New York, NY 10022

PR Reporter
Dudley House
P.O. Box 600
Exeter, NH 03833

Public Relations News
Service Dept.
127 E. 80th St.
New York, NY 10021

PURCHASING AGENTS

National Association of
Purchasing Management, Inc.
11 Park Place
New York, NY 10007

National Institute of
Governmental Purchasing, Inc.
1001 Connecticut Ave., NW
Washington, DC 20036

RABBIS

The Jewish Theological Seminary
of American (Conservative)
3080 Broadway
New York, NY 10027

Hebrew Union College and Jewish
Institute of Religion (Reform)
40 W. 68th St.
New York, NY 10023

3101 Clifton Ave.
Cincinnati, OH 45220

3077 University Mall
Los Angeles, CA 90007

The Rabbi Isaac Elchanan
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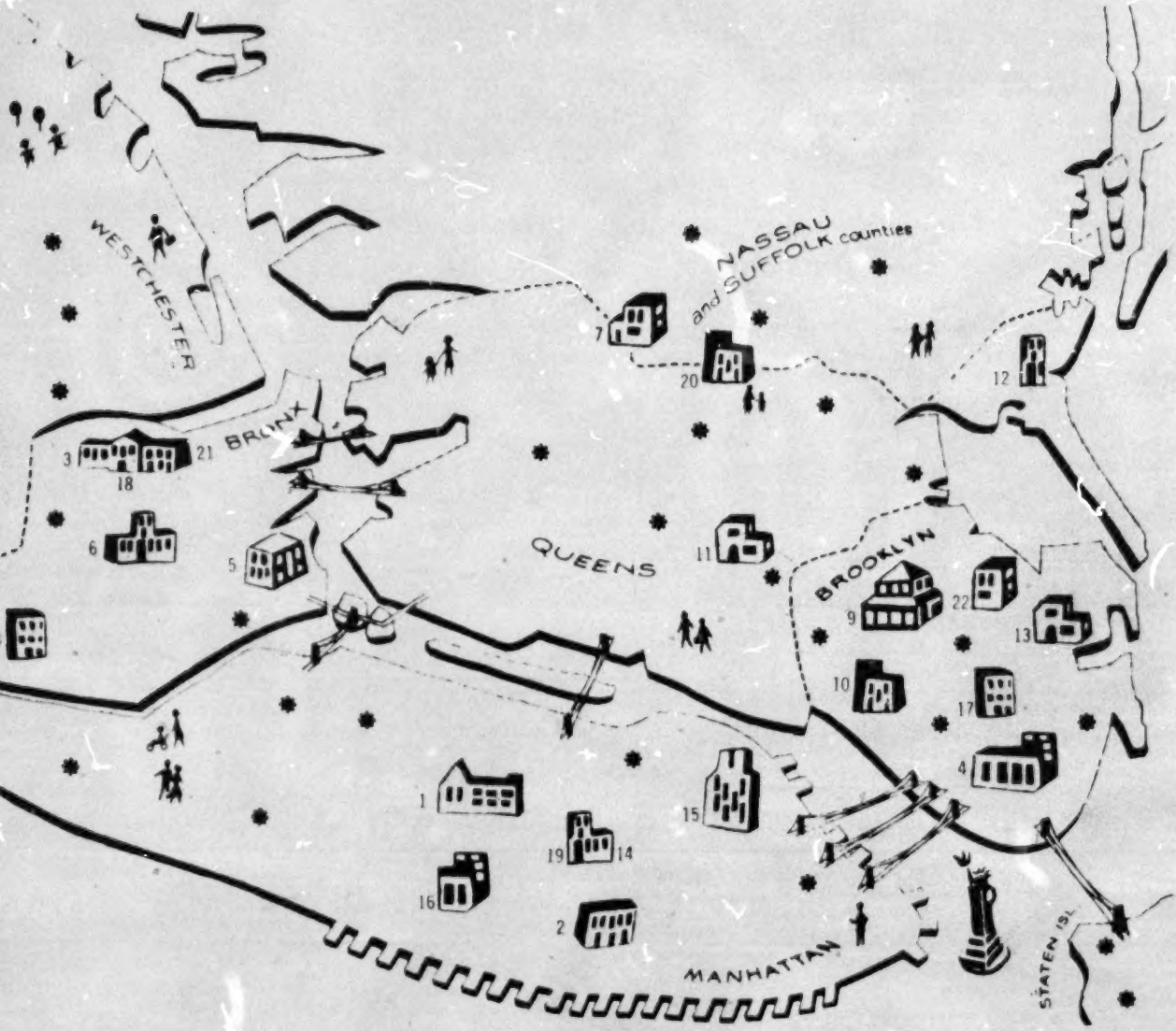

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